TOSHIBA

DIGITAL PLAIN PAPER COPIER

OPERATOR'S MANUAL FOR COPYING FUNCTION

e-STUDIO16/20/25

WARNING: Changes or modification made to this equipment, not expressly approved by TOSHIBA TEC or parties authorized by TOSHIBA TEC could void the user's authority to operate the equipment.

EPA ENERGY STAR ® (MFD)

The United States Environment Protection Agency (EPA) has introduced a voluntary ENERGY STAR Program to encourage the widespread and voluntary use of energy-efficient technologies that enhance the workplace, improve product performance and prevent pollution. As an ENERGY STAR Partner, the TOSHIBA TEC CORPORATION has determined that this copier model meets the ENERGY STAR guidelines for energy efficiency.
ENERGY STAR guidelines for this class of copier require ENERGY STAR copiers to have an 'Super Power Save Mode' (Off Mode) feature that automatically turns the copier off after a period of inactivity, ensuring night and weekend shut-off. The copier must also automatically change to a 'Low Power Mode' (Automatic Energy Save) after a period of time since the last usage.
For Copier+Printer or FAX models, ENERGY STAR guidelines require ENERGY STAR Multifunction copiers to have a 'Sleep Mode' feature that automatically makes the copier enter the sleep mode after a period of inactivity. The copier must also automatically change to a 'Low Power Mode' (Automatic Energy Save) after a period of time since the last usage.
Specifically, this copier complies with the following requirements:

◇ **e-STUDIO16/20/25 Copier + Printer model (Base model)**

'Super Power Save Mode'-
The copier consumes less than 5 watts in the 'Super Power Save Mode'.

'Super Power Save Mode' Default Time-
The default time for the 'Super Power Save Mode' is 30 minutes (e-STUDIO16/20)/60 minutes (e-STUDIO25).

'Low Power Mode'-
The copier consumes less than 111.6 watts (e-STUDIO16)/127.0 watts (e-STUDIO20)/146.25 watts (e-STUDIO25) during Energy Save.

'Low Power Mode' Default Time-
The default time for the 'Low Power Mode' is 15 minutes.

◇ **e-STUDIO16/20/25 Copier + Printer or FAX models (Multifunction model)**

'Sleep Mode'-
The copier consumes less than 70 watts (e-STUDIO16/20)/80 watts (e-STUDIO25) in the 'Sleep Mode'.

'Sleep Mode' Default Time-
The default time for the 'Sleep Mode' is 30 minutes (e-STUDIO16/20)/60minutes (e-STUDIO25).

'Low Power Mode'-
The copier consumes less than 111.6 watts (e-STUDIO16)/127.0 watts (e-STUDIO20)/146.25 watts (e-STUDIO25) during Energy Save.

'Low Power Mode' Default Time-
The default time for the 'Low Power Mode' is 15 minutes.

Note 1- The default setting for the 'Super Power Save Mode' or 'Sleep Mode' and 'Low Power Mode' can be changed. If you want to increase the default setting, contact your authorized Toshiba dealer.

Note 2- For Copier model (Base model), to restart the copier after an automatic shut-off, press the SUPER ENERGY SAVER key.

Note 3- For Copier model (Base model), after an automatic shut-off, the weekly timer feature cannot be activated. If you prefer to activate this feature, contact your authorized Toshiba dealer.

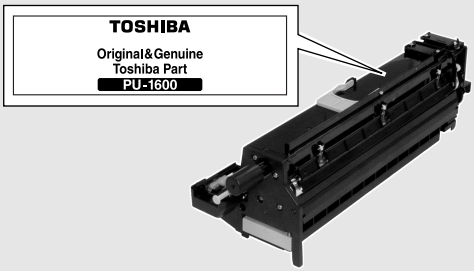
In accordance with the EPA ENERGY STAR Program guidelines, this copier is suitable for the use of recycled copier paper (with up to 100% post consumer content) meeting the requirements as specified in ENV 12281 (paper-printing and business paper-Requirements for copy paper for dry toner imaging processes).

If you have questions regarding the use of recycled paper or some recommended types of recycled paper, please contact your authorized Toshiba dealer.

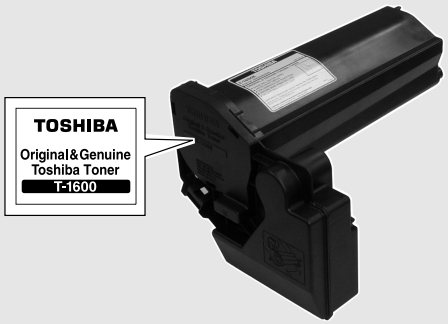
ENERGY STAR is a U.S. registered mark.

1. TOSHIBA QUALITY IS SECOND TO NONE

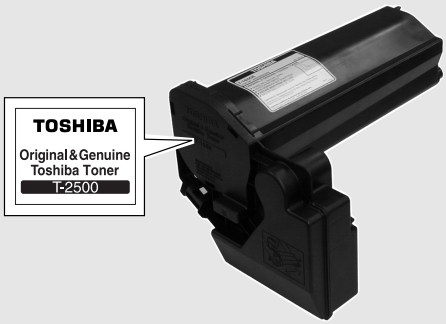
e-STUDIO16/20/25 Process Unit
The following information is embossed at the position indicated.



e-STUDIO16/20/25 Toner Cartridge
The following information is embossed at the position indicated.



e-STUDIO16



e-STUDIO20/25

It is recommended that genuine Toshiba Supplies and parts be used in order to obtain optimum results.

Supplies / Parts

Dependability
Genuine Toshiba supplies are subjected to the strictest of inspections so that all supply you receive will perform at optimal levels.

High Productivity
Genuine Toshiba supplies are created to meet the demands of our competitive world and provide high-speed reliable trouble-free copies when you need them.

Stable Image Quality
Genuine Toshiba supplies are designed to provide consistently stable image output day after day.

Copier Kind
Genuine Toshiba supplies are designed to keep the copier and all its parts in trouble-free working order. Reduction of machine wear is due to Toshiba's intimate knowledge of the copier's characteristics ensuring the highest standard of care.

Machine Balance
From the beginning Toshiba supplies and machines were made for each other. Whenever Toshiba designs a new machine, it also designs a new toner that is made just for that machine. By using Genuine Toshiba supplies with Toshiba copiers you guarantee optimum performance.

Toners

Optimum Image Quality
Genuine Toshiba toners use ultra-fine quality materials and precisely controlled parameters so that Toshiba copiers can continually generate sharp, high-quality image output.

Cost Advantage
Genuine Toshiba toners mean value. They are designed to use only the proper amount of toner enabling the machine to continue to operate until all the toner has been used. In this way you get the full value of the toner.

Environmental Harmony
Genuine Toshiba toners are designed with the environment in mind. To care for Mother Earth, we use embossed or plastic labels making our toners fully recyclable. In addition, harmful dust and ozone levels have been reduced to improve the working environment.

Human Friendly
Genuine Toshiba toners are people-friendly. Before approving our toners for sale, we test them to be sure they pass the strictest of health standards. This takes the worry out of handling the toner.

General

ISO 9000 and ISO 14000
Toshiba toner plants are ISO 9001 or ISO 9002 and ISO 14001 certified.
Therefore quality of craftsmanship and environmental friendly production are guaranteed from the factory.

Service and Support Benefits
Toshiba's service engineers are certified to keep your copier performing at optimum levels. To ensure continuous image quality, it is highly recommended to utilize a authorized Toshiba service provider to care for and perform periodical maintenance so that you can get full benefit from your copier.

2. PREFACE

Thank you for purchasing the Toshiba Digital e-STUDIO16/20/25 Copier. This Operator's Manual describes the following:

- how to use the digital copier
- how to make copies
- how to inspect and carry out maintenance on the digital copier
- how to remedy mechanical and copying problems.

Before using your e-STUDIO16/20/25 digital copier, thoroughly read and understand this Operator's Manual. To ensure that clean copies are made at all times and to make sure that the digital copier is in optimum working order, keep this Operator's Manual handy for future reference.

■ To ensure correct and safe use of the Toshiba Digital e-STUDIO16/20/25 Copier, this Operator's Manual describes safety precautions according to the following three levels of warning:

Before reading this Operator's Manual, you should fully understand the meaning and importance of these alert words.

Warning ..... Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution ..... Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note ..... Indicates a procedure you should follow to ensure the optimal performance of the digital copier and problem-free copying.

Tip ..... Describes information useful to know when operating the digital copier.
Advice ..... Describes an operation you should follow to maintain the digital copier in good working order.

Warning: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

1. Do not touch the connector terminal when disconnecting the cables of peripheral equipment.
2. Before opening any covers or removing any units from the copier, discharge the static electricity from your body by touching a metal part of the copier.
   This product is carrying the CE-Mark in accordance with the related European Directives.
   Responsible for CE-Marking is Toshiba Europe GmbH Hammfelddamm 8,41460 Neuss, Germany.
   Phone +49-2131 -158-01

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1. Features of the e-STUDIO16/20/25

The e-STUDIO16/20/25 is a plain paper digital copier.
The e-STUDIO16/20/25 scans originals and stores the resulting data in its memory as digital images. The e-STUDIO16/20/25 allows you not only to process and edit this digital image data, but also enables copies to be sorted and non-sorted quietly, quickly, and easily. The e-STUDIO16/20/25 incorporates an LCD display and menu selection keys that graphically represent copier functions. As a result, anybody can make clear-looking copies quickly and easily.
The e-STUDIO16/20/25 also has the following convenient features which allow the digital copier to be used in many applications.

- Copying speed is 16 (A4) copies per minute on the e-STUDIO16, 20 (A4) copies on the e-STUDIO20 and 25 (A4) copies on the e-STUDIO25.
- The automatic original density function automatically reads the density of the original to set the ideal copy density.
- The size of the original is automatically read, and appropriate paper size and reproduction ratio are automatically selected when using the Automatic Document Feeder or Reversing Automatic Document Feeder (optional).
- Wide enlargement/reduction range (e-STUDIO16: 50% to 200%, e-STUDIO20/25: 25% to 400%) 50% to 200% when the optional Reversing Automatic Document Feeder or optional Automatic Document Feeder is used.
- Duplex copies can be made automatically from two-sided originals. (Optional Reversing Automatic Document Feeder and Automatic Duplexing Unit are required.)
  Single-sided copies can be made automatically from two-sided originals. (Optional Reversing Automatic Document Feeder is required.)
  Duplex copies can be made automatically from one-sided originals. (Optional Automatic Document Feeder or Reversing Automatic Document Feeder and Automatic Duplexing Unit are required.)
- Comes with the following digital editing functions:
  Negative/positive reversal, X-Y zoom, mirror image, etc.
  2-in-1 and 4-in-1 (Available for the Standard Model)
  Book copying and magazine sort (Optional Automatic Duplexing Unit is required.)
- With the electric sort function, you can also sort at a high speed without damaging the original.
- Copy sizes from Statement up to Ledger are acceptable.
- Comes with a weekly timer. This timer allows automatic sleep mode at the specified startup and shutdown times, respectively.
- Upon installing the optional printer board, the copier can serve as a printer, allowing you to print out data from your computer. In addition, with the optional network interface card installed, the copier can serve as a network printer.

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4. PRECAUTIONS

1. Installation

1 **The e-STUDIO16/20/25 should be installed by an authorized TOSHIBA service technician.**

Note

The packing material should be disposed of properly.

2 **To obtain the best possible results, this machine should be used in conjunction with a dedicated AC power line at the following ratings:**

220 - 240 VAC, 50/60 Hz, 1.4 kW or less (e-STUIDO16)

220 - 240 VAC, 50/60 Hz, 1.7 kW or less (e-STUIDO20/25)

110 - 127 VAC, 50/60 Hz, 1.4 kW or less (for Saudi Arabia 100V version only)

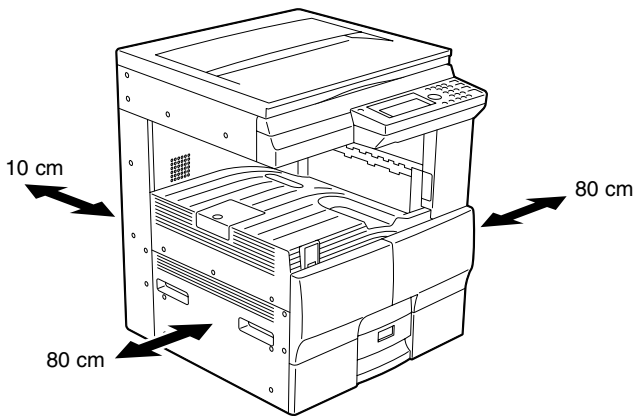
Note

1. The use of other appliances or other equipment on the same line as this machine may adversely affect performance and copy quality.
2. Be sure to use a 3-conductor, grounded wall outlet.
3. In areas where a 2-pin plug is used, the copier must be grounded for safety.
   Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.

3 **After a suitable place has been selected for installation of the e-STUDIO16/20/25, please avoid frequent movement. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.**

Note

1. The recommended environmental range for use is as follows:
   - Temperature: 10~30°C/50~86°F
   - Humidity: 20~85% RH
2. To ensure optimal operation, allow clearances of at least 80 cm on the left, 80 cm on the right and 10 cm in the rear (refer to the illustration below).



The e-STUDIO should be placed near an outlet that is easily accessible.

2. General Precautions

1 Handle and use the machine gently and carefully.

- Do not place anything on the paper cassettes or original feed tray.
- Never allow the power cable to be trampled on or pinched between hard objects, otherwise an accident or electrical trouble might occur.
- Do not allow any metal items such as paper clips to fall into the copier.

2 Be sure to turn OFF the power switch (unless using auto timer mode):

- When you leave your office at night.
- If a power failure occurs.

Caution

When turning OFF the power switch, be sure to do so only after the machine cycling has come to a complete stop.

Be sure to disconnect the power-cord plug:

- When you do not intend to use the machine for an extended period of time.

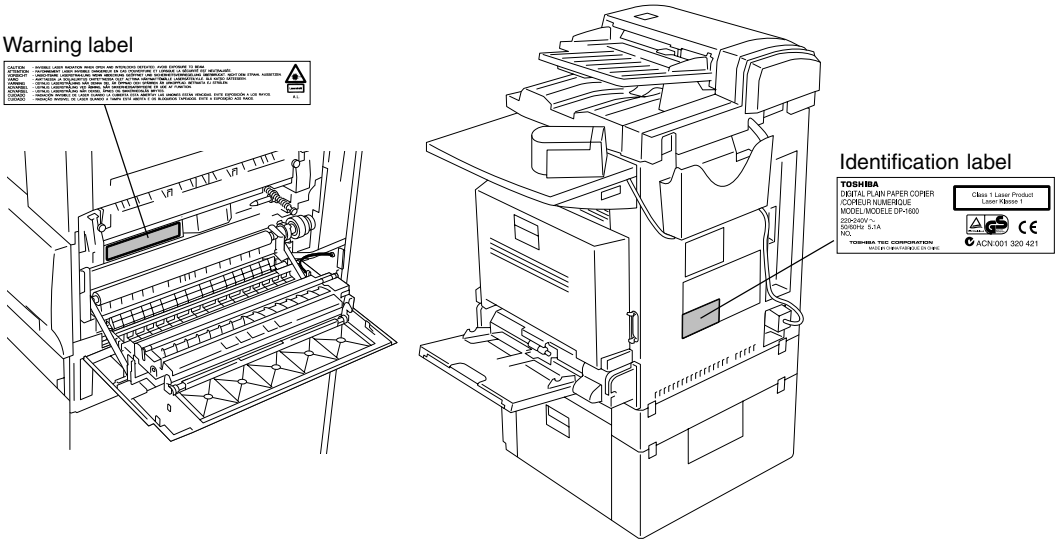
Be sure to turn OFF the power switch immediately and call for service:

- If an unusual noise is heard from the copier.
- If the outside of the copier becomes unusually hot.
- If any part of the copier is damaged, or it has been dropped.
- If the copier has been exposed to rain or liquid.

3 It is recommended that only supplies made or designated by Toshiba be used for the e-STUDIO16/20/25 in order to optimize copy quality. All supplies should be stored in a cool, dry area.

For optimum performance, it is recommended that high quality 80 g/m^2. Xerographic bond paper be used.

Paper of lower quality may contain inherent properties such as excess paper dust and may lead to premature servicing.



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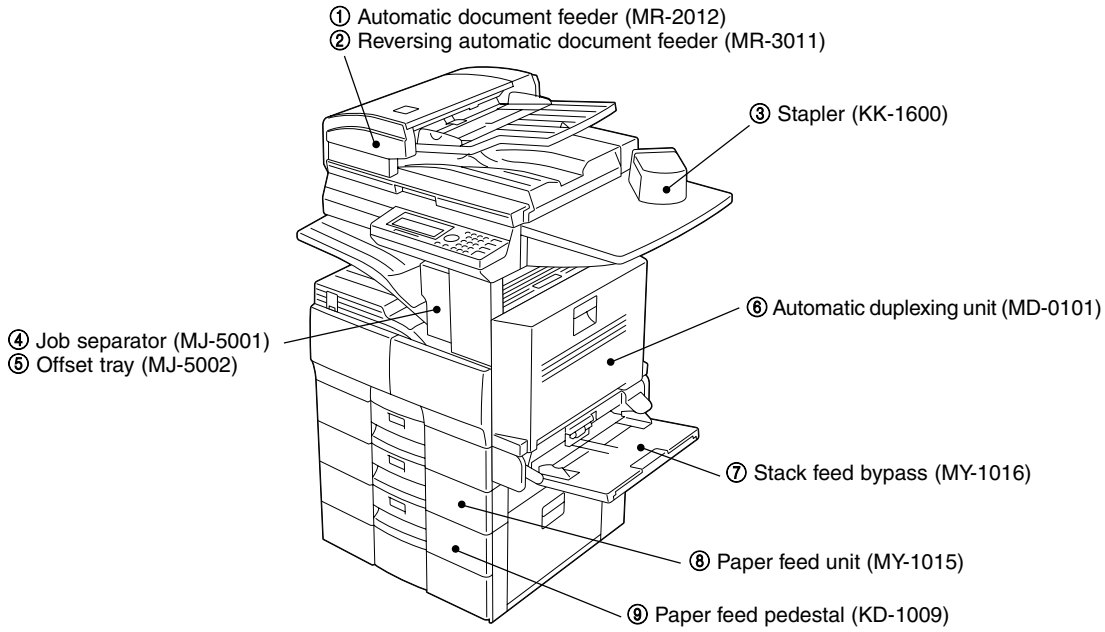
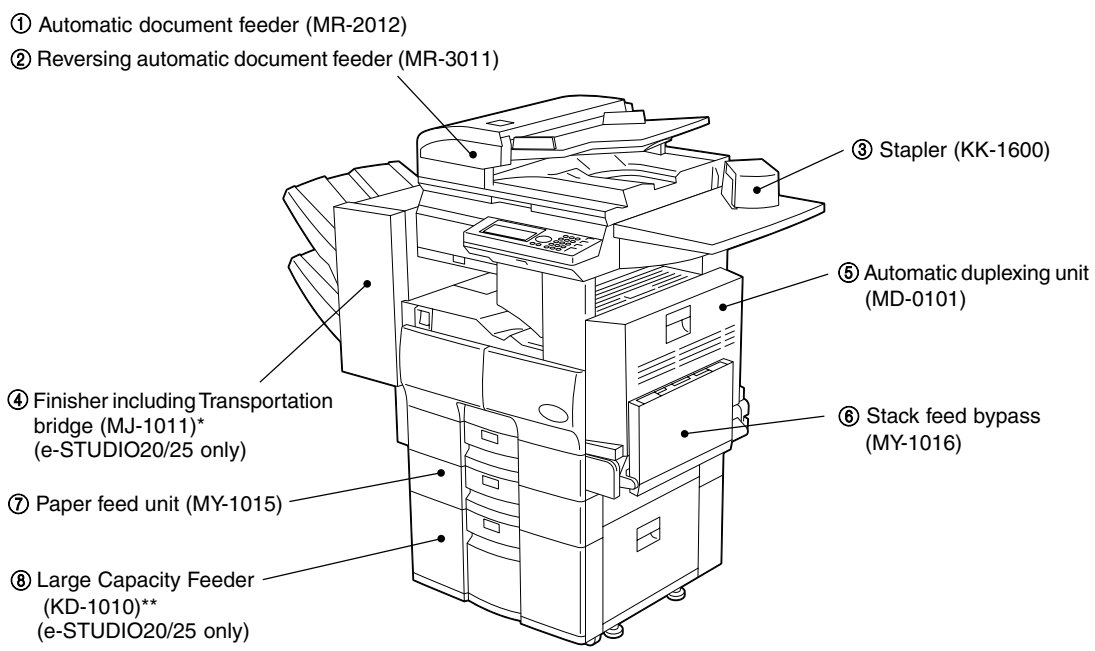
e-STUDIO16


① Automatic document feeder (MR-2012)
② Reversing automatic document feeder (MR-3011)
③ Stapler (KK-1600)
④ Job separator (MJ-5001)
⑤ Offset tray (MJ-5002)
⑥ Automatic duplexing unit (MD-0101)
⑦ Stack feed bypass (MY-1016)
⑧ Paper feed unit (MY-1015)
⑨ Paper feed pedestal (KD-1009)

e-STUDIO20/25

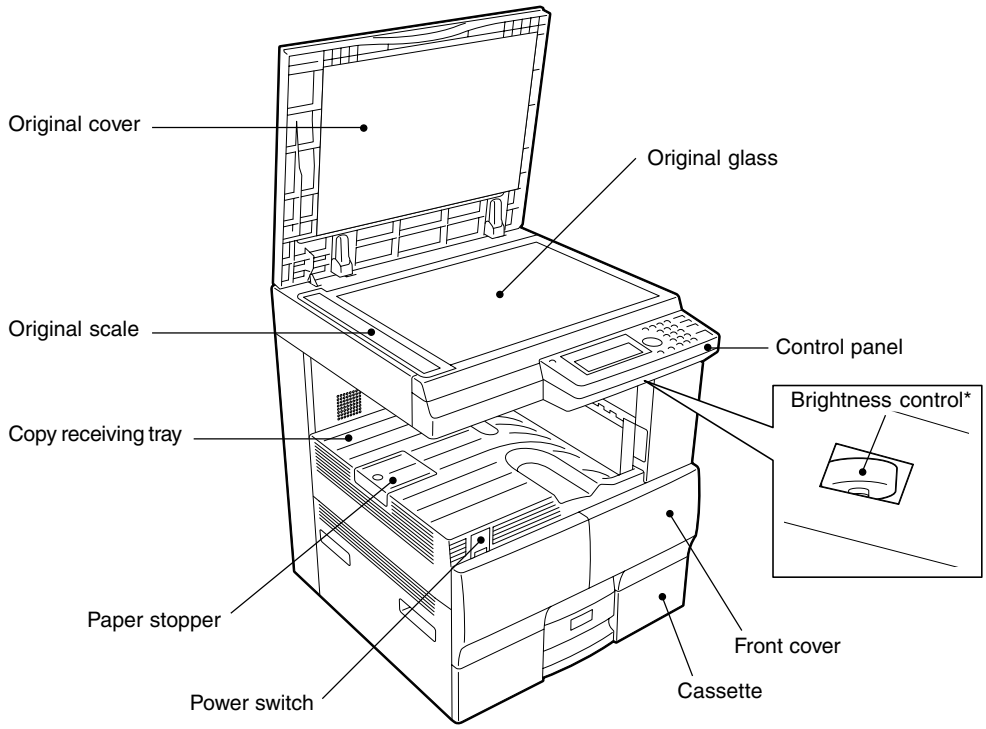

① Automatic document feeder (MR-2012)
② Reversing automatic document feeder (MR-3011)
③ Stapler (KK-1600)
⑤ Automatic duplexing unit (MD-0101)
④ Finisher including Transportation bridge (MJ-1011)* (e-STUDIO20/25 only)
⑥ Stack feed bypass (MY-1016)
⑦ Paper feed unit (MY-1015)
⑧ Large Capacity Feeder (KD-1010)** (e-STUDIO20/25 only)

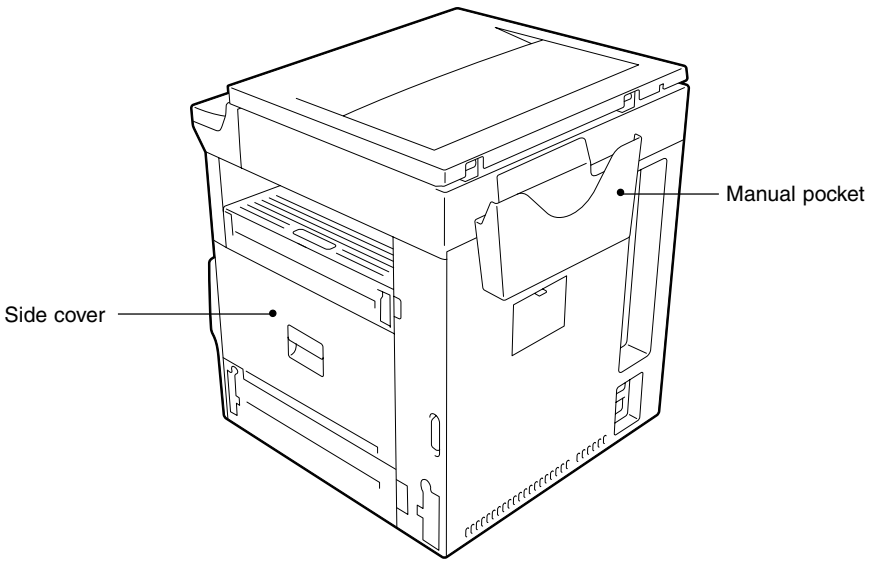
* The Job separator (MJ-5001) or Offset tray (MJ-5002) can be installed in place of the Finisher.

** The Paper feed pedestal (KD-1009) can be installed in place of the Large capacity feeder (KD-1010). Furthermore, the Cassette module (MY-1017) (option for e-STUDIO20/25) can be installed in KD-1009.

2. DESCRIPTION OF THE DIGITAL COPIER

Main Components





*** Brightness control**
Used to adjust the brightness of the message display panel.

Control Panel

① **IMAGE MODE**
You can switch between the image modes (Text, Text/Photo and Photo) for copying. The lamp of the currently selected image mode illuminates.

② **Message Display Panel**
Displays the copier conditions, operating procedures, and various instructions and information to the user in text and graphics.

③ **LIGHT/DARK**
Use this key when making a copy to specify the copy density.

④ **PAPER SUPPLY**
You can specify from which paper cassette you would like to feed paper for making a copy.

⑤ **ZOOM**
You can specify the scaling factor for copying.

⑥ **FINISHING**
You can specify how you would like to output copies (including Sort and Offset).

⑦ **COPY**
Press this key to switch from the other modes to the COPY mode. This manual describes the settings and operation in the COPY mode in detail.

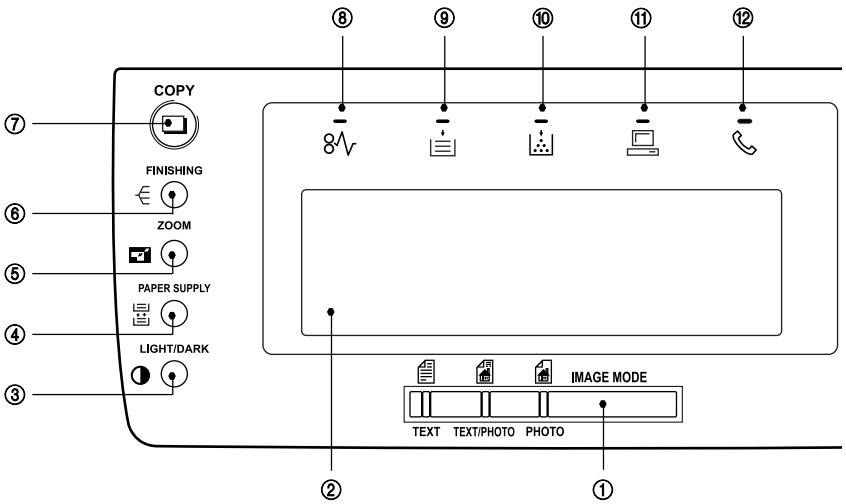
⑧ **Paper Jam Lamp**
This lamp blinks when an original or copy paper is jammed.

⑨ **Recording Paper Lamp**
This lamp blinks in the COPY mode when no paper is loaded in the selected paper cassette.

⑩ **Toner Lamp**
This lamp illuminates when the toner is about to run out or runs out completely.

⑪ **PC Communication Lamp**
This lamp is not used in the COPY mode.
This lamp blinks while the copier is serving as a printer and communicating with your computer, while it is printing out in the PRINTER mode, or while it is communicating as a local scanner.

⑫ **FAX Communication Lamp**
This lamp is not used in the COPY mode.
This lamp blinks while the copier is communicating in the FAX mode.



⑬ **Arrow Keys**
Use these keys to select a desired setting option or to enter a desired name or value in the PROGRAM mode or EDIT MENU.

Also, in the COPY mode, use the ◄ key to enter the "REDUCE/ENLARGE" selection menu.

Use the ► key to enter the "ZOOM UP/DOWN" selection menu.

⑭ **PRINTER Key**
Use this key to adjust the printer settings or perform printing automatically.

⑮ **MAIN MENU Key**
Press this key to switch from the PROGRAM mode to the COPY mode.
You can select the jobs that you would like to perform in COPY, FAX or PRINTER mode.

⑯ **PROGRAM Key**
Use this key to reset the settings of the copier or adjust the default settings.

⑰ **INTERRUPT Key**
Use this key to interrupt the copying job in process and to perform another copying job. You can resume the interrupted copying job by pressing this key again.

⑱ **SUPER ENERGY SAVER Key**
Press this key if the copier is unused for a long time and the copier goes into the Super Energy Save Mode. Only the lamp located to the left of the key illuminates. The Message Display and the other lamps turn off. Press this key again to resume copying. After warming up, the copier becomes ready to copy.

⑲ **FUNCTION CLEAR Key**
You can clear all modes that you have selected and reset the settings to the defaults.

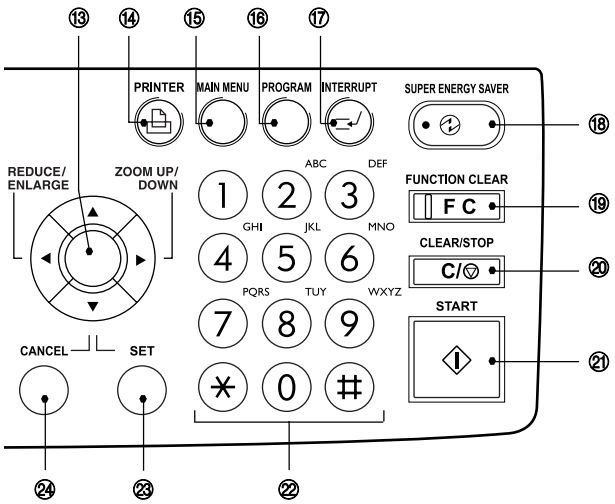
⑳ **CLEAR/STOP Key**
Press this key to clear the number of copies to make or to stop copying.

㉑ **START Key**
Press this key to start copying.

㉒ **Numeric Keys**
Use these keys to enter the number of copies that you would like to make.

㉓ **SET Key**
Use this key to accept the data that you have entered in the PROGRAM mode or EDIT MENU.

㉔ **CANCEL Key**
Use this key to return to a previous menu in the PROGRAM mode or EDIT MENU.

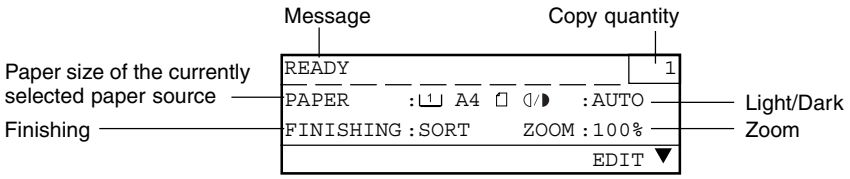


Automatic Function Clear Mode

Even if you do not press the FUNCTION CLEAR F C key, the automatic function clear mode will clear all settings to defaults and the basic screen will be displayed, 45 seconds after copying is finished or after the last key is pressed. While the department management function is being operated, the display returns to the department code input screen. ►Page 5-3.

Message Display Panel

When the power is turned on, the following basic screen is shown on the Message Display Panel. (When the copier is controlled using the department code, a different screen is display. ►Page 1-13)
The Message Display Panel indicates the copier's status. It also illustrates operational procedures or settings using brief sentences or icons.



Acceptable Paper Types and Sizes / Handling and Storing Paper

Acceptable Paper Types and Sizes

Feeder	Type of paper	Paper size	Maximum capacity	Remarks
• Cassette • Paper feed unit (option) • Paper feed pedestal (option)	Plain paper (64~80 g/m^2) only	Regular size A/B format: A3, A4, A4-R, A5-R, FOLIO, B4 LT format : LT, LT-R	550 sheets (Height: approx. 60 mm)	Plain paper with holes for filing cannot be used.
• Large-capacity feeder (option)	Plain paper (64~80 g/m^2) only	Regular size A/B format: A4 only	2500 sheets	Plain paper with holes for filing cannot be used. (for e-STUDIO20/25 only)
• Sheet feed bypass (option)	Multi-sheet feeding: Plain paper (64~80 g/m^2) only	Regular size A/B format: A3, A4, A4-R, A5-R, FOLIO, B4	100 sheets (Height: apporx. 11 mm)	Plain paper with holes for filing cannot be used. Also, some of paper on the left may not be used depending on type or thickness. (For details, consult your service technician.)
	1-sheet feeding: Plain paper (80~163 g/m^2), tracing paper, OHP film, labels	LT format : LT, LT-R	1 sheet	

"Maximum capacity" refers to the number of sheets when the paper recommended by Toshiba is set.

Handling and Storing Paper

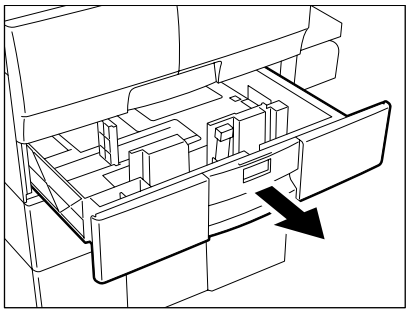
Pay attention to the following points:

- Avoid using paper that is specially treated or paper that has been printed on another machine, and also avoid performing double copying on the same side of paper; this may cause a malfunction.
- Do not use paper with creases, wrinkles or that is prone to curling, slick paper, or rough paper; this may cause paper misfeeds.
- Once opened, paper should be kept in its wrapping paper and stored in a damp-free place.
- To prevent paper being folded or bent, store it evenly on a flat surface.

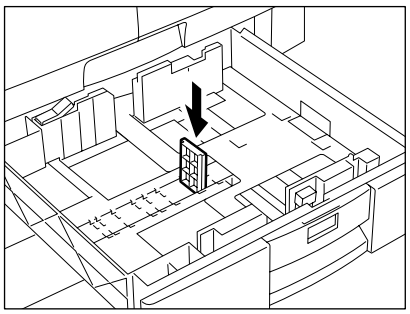
Changing the Paper Size of the Cassette

The paper size of the copier's cassettes can be changed to appropriate paper sizes using the following procedure.

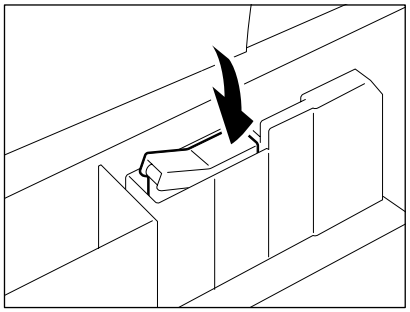
1 **Pull the cassette out until it stops.**



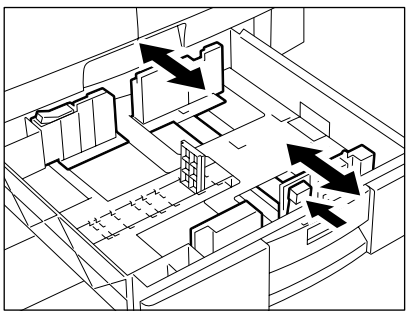
2 **Move the width guide to the desired paper size position (as indicated on the bottom surface of the cassette).**



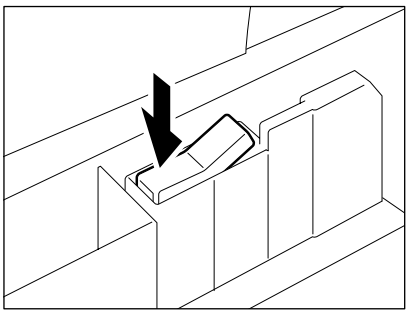
3 **Push the right (unlock) side of the size selection lever to unlock it.**



4 **While pushing the size selection lever in the direction of the arrow, set the side guide to the desired paper width (as indicated on the bottom surface of the cassette).**

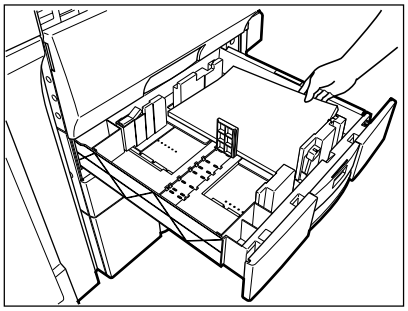


5 Push the left (lock) side to lock the size selection lever.



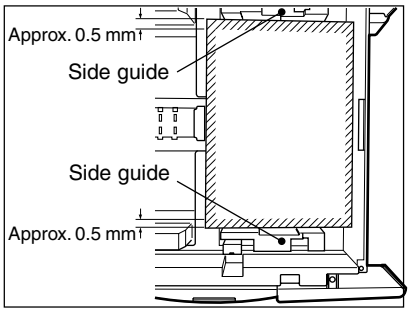
6 Place paper in the cassette.

- Up to 550 sheets of paper (60 mm) (recommended by Toshiba) can be set.
- Do not add paper above the line indicated on the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.



Note

Make sure that a gap of approx. 0.5 mm (less than 1 mm in total) is left between the paper and the side guide. If there is no gap, this would causes paper misfeeding.



7 Install the cassette into the copier.

Tip

Changing the paper size of the cassette alone does not change the cassette size indication on the display. To change the cassette size, perform cassette size setting on the Message Display Panel.

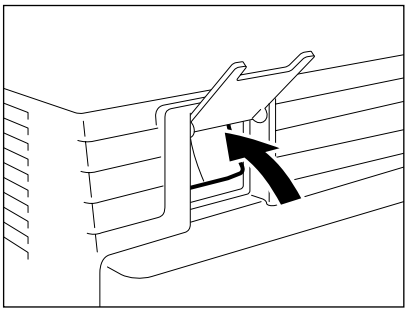
► Page 1-11

Turning ON the Power Switch / Auto Job Start

Turning On the Power Switch

1 Open the power switch cover and turn ON the switch.

- This message appears on the message display panel of the basic screen :

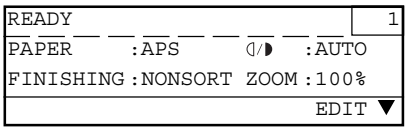


Please wait

Wait warming up

2 The "Ready" message appears.

- This message indicates that the copier is ready for operation.



Auto Job Start

While the copier is warming up, place the original on the glass, select the desired copy modes and press the START key.

Wait warming up:Auto Start

When the machine reaches its proper operating temperature, copying will automatically start.

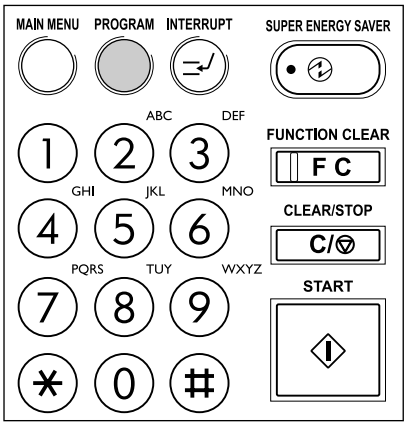
Tip

Even after you have pressed the START key, you can change the copy modes if copying has not yet started. To cancel the auto job start mode, press the FUNCTION CLEAR (F C) key.

Cassette Size Setting

Enter the paper size loaded in each paper cassette in the copier. When the size of the paper loaded in a cassette is changed (►Page 1-8), please reset the cassette size before making a copy. A paper jam indication may result if the wrong paper size is selected.

1 **Press the PROGRAM key to enter the program menu.**



2 **Select "01.DEFAULT SETTINGS" and press the SET key.**

```
PROGRAM
01.DEFAULT SETTINGS
02.LISTS
03.INITIAL SETUP
```

3 **Select "01.MACHINE DEFAULTS" and press the SET key.**

Tip

"03. FAX SETUP" appears on the menu only when the FAX option is installed.

```
DEFAULT SETTINGS
01.MACHINE DEFAULTS
02.COPY SETUP
03.FAX SETUP
```

4 **Select "01.CASSETTE SIZE" and press the SET key.**

Tip

"02. WALKUP SCREEN" appears on the menu only when the FAX option is installed.

```
MACHINE DEFAULTS
01.CASSETTE SIZE
02.WALKUP SCREEN
03.TIMERS
```

5 **Press the ▲ or ▼ key to select the paper cassette to be specified and press the SET key.**

```
CASSETTE SIZE
01.CASSETTE 1
02.CASSETTE 2
03.CASSETTE 3
```

6 **Press the ▲ or ▼ key to select the size of paper loaded in the paper cassette and press the SET key.**

- The paper size in the paper cassette is specified. Then the screen returns to MACHINE DEFAULT selection.

```
Select paper size
01.A3
02.FOLIO
03.B4
04.A4
05.A4-R
06.A5-R
07.LT
08.LT-R
```

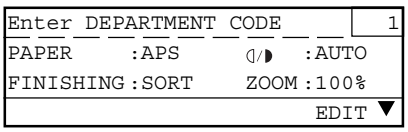
7 **Repeat steps 4 to 6 to specify the paper size for other paper cassettes, as necessary.**

8 **Press the MAIN MENU key to return to the initial screen for copying.**

4. DEPARTMENT CODES

If the copier is set up so that department codes can be used, you can make copies only after entering a pre-assigned department code.

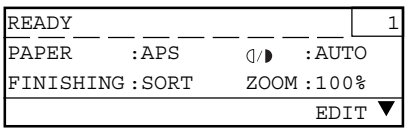
1 When the department control function is in use, the screen shown on the right appears immediately after the power switch is turned on.



2 Enter the 5-digit department code, and press SET key.

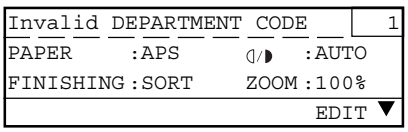
- The department code is shown with asterisks (*****). When a correct department code is entered, the following message appears.

READY



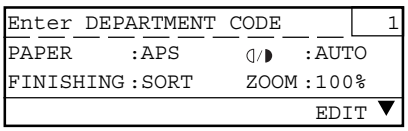
- When a wrong department code is entered, the following message appears. Enter the correct department code.

Invalid DEPARTMENT CODE



3 Make copies, as you would normally.

- When you have finished making copies, either press the FUNCTION CLEAR / F C key twice, or wait 45 seconds.



2. HOW TO MAKE COPIES

1. GENERAL COPYING PROCEDURE 2-2

2. SETTING ORIGINALS 2-4

Originals 2-4

Placing the Original on the Glass 2-5

Using the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional) 2-6

3. INTERRUPT COPYING 2-8

1. GENERAL COPYING PROCEDURE

When originals are set and the START key is pressed with all settings unchanged, copies are made using the initial (default) settings (*1). By selecting various copy modes, you can alter the number and type of copies to be made.

2

The initial (default) settings of the copier at the time of installation are as shown on the right. You can change these initial settings.
► Page 5-18

*1 The copy modes that are automatically set when the power is turned on or when the FUNCTION CLEAR F C key is pressed on the control panel are called the initial (default) settings.

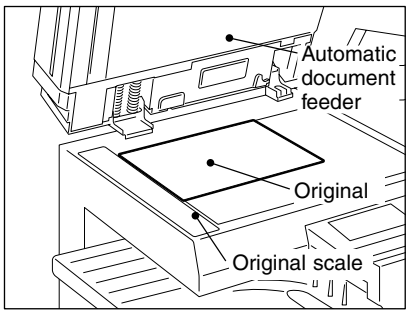
Initial settings

Reproduction ratio 100%
Copy quantity 1
Automatic paper selection
1-side copies from 1-side originals
Automatic image density
Text/photo mode
Non-sort mode

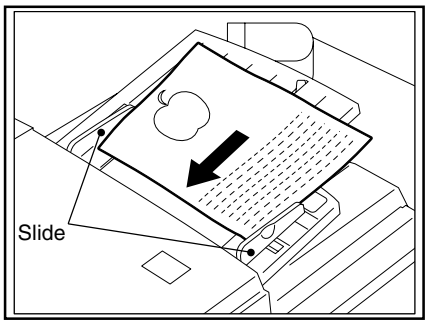
Copying Procedure

1 Place originals.

• When placing an original on the glass: ► Page 2-5

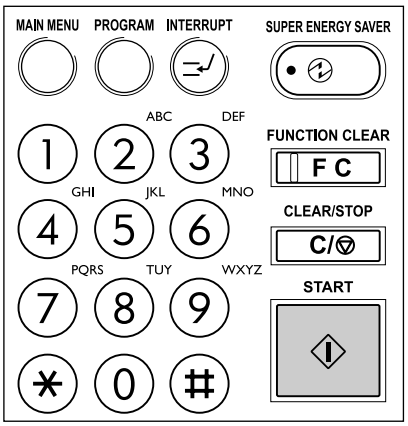


• When placing originals facing up in the automatic document feeder (optional) or the reversing automatic document feeder (optional): ► Page 2-6



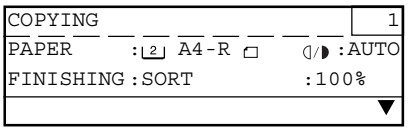
2 Set the desired copy modes.

- The automatic paper selection (APS) mode, automatic image density mode and copying of one original are the default settings.



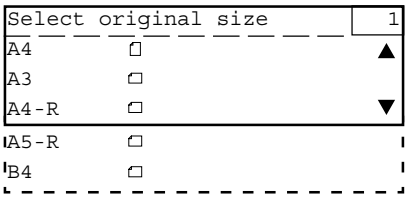
3 Press the START key.

- The message "COPYING" appears. The copier starts copying. After completion of the copying, the message "READY" appears again.



- For the e-STUDIO16, when an original is scanned from the glass, a message appears prompting you to specify the size of the original that you would like to copy.

  Use the or key to specify the size of the original. Then press the SET key. The machine will start copying.



2. SETTING ORIGINALS

Originals

The following specifications apply to originals that can be used with this copier:

2

Setting place	Types of original	Maximum size	Size capable of automatic detection	Maximum number that can be set	Remarks
Glass	Sheets Three-dimensional objects Books	Width : 302 mm Length : 432 mm	Regular size A/B format: A3, A4, A4-R, A5-R, FOLIO, B4 (for e-STUDIO20/25 only)		Do not place any heavy object (4 kg or over) on the glass.
Automatic document feeder (optional)	Plain paper, thermal paper (for word processor or fax), long originals, originals with filing holes (2-, 3- and 4- holes): 50 to 105 g/m^2 (Multi-sheet feeding) 50 to 127 g/m^2 (1-sheet feeding)	Width : 297 mm Length : 432 mm	Regular size A/B format: A3, A4, A4-R, A5-R, FOLIO, B4	50 originals (50 to 80 g/m^2) or stacked height of originals 8 mm or less	Some of the originals on the left may not be used depending on type or thickness. (For details, consult your service technician.)
Reversing automatic document feeder (optional)	Plain paper, thermal paper (for word processor or fax), long originals, originals with filing holes (2-, 3- and 4- holes): 50 to 127 g/m^2 (1-sided original) 50 to 105 g/m^2 (2-sided original)	Width : 297 mm Length : 432 mm	Regular size A/B format: A3, A4, A4-R, A5-R, FOLIO, B4	100 originals (50 to 80 g/m^2) or stacked height of originals 16 mm or less	Some of the originals on the left may not be used depending on paper quality.

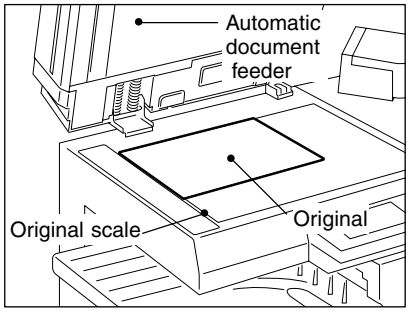
Placing the Original on the Glass

Sheet Originals

1 **Raise the original cover or the automatic document feeder (optional) and place the original on the glass facing down.**

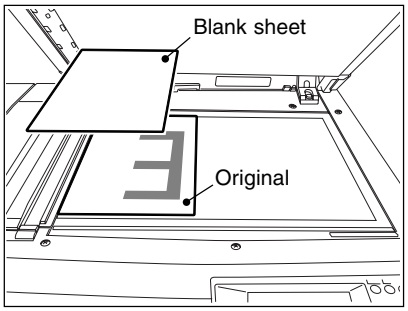
2 **Align the original against the left inner corner of the glass.**

3 **Lower the original cover or the automatic document feeder (optional) slowly.**



Tip

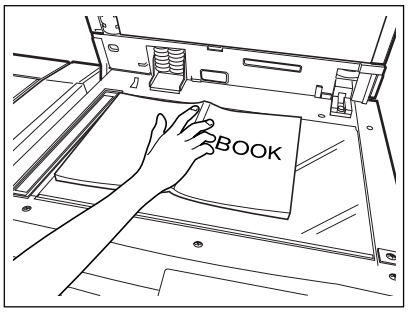
When copying originals with high transparency, such as an OHP film and tracing paper, place a blank sheet of paper the same size as the original or larger over the original.



Book-type Originals

1 **Raise the original cover or the automatic document feeder (optional) and set the original in the direction shown in the figure.**

- If the original is not set in the correct direction, copies will not be delivered in the correct page order.

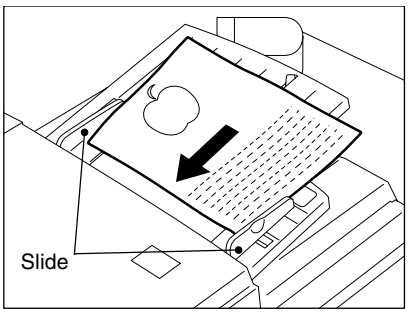


2 **Lower the original cover or the automatic document feeder (optional) slowly.**

- Do not try to force the original cover or reversing automatic document feeder (optional) to fully close over a very thick original, such as a large book. Copies can be made if the cover or feeder does not close fully.
- During copying, an intense light may leak out. Do not look at the original glass surface.

Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (option)

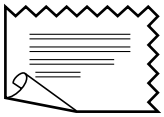
1 **After aligning the edges of the originals well, place them on the original feed tray facing up and align the slides to the width of the originals.**



Precautions for Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

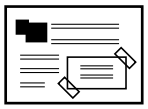
Do not use the following types of originals as they tend to be misfeed or become damaged:

(1) Badly wrinkled or folded originals. In particular, originals whose leading edge is curled may fail to be fed.



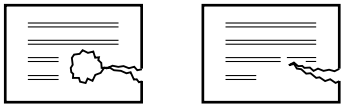
(2) Originals with carbon paper

(3) Taped, pasted or clipped (cut out) originals

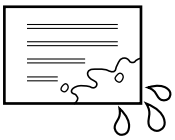


(4) Clipped or stapled originals

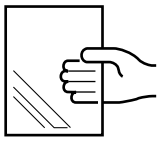
(5) Originals with holes or torn originals



(6) Damp originals

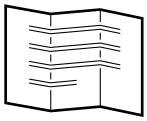


(7) OHP film originals

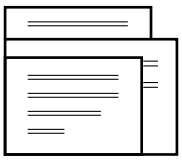


Also, the following originals should be handled carefully:

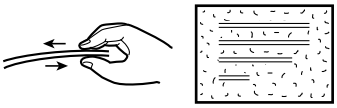
(1) Folded or curled originals should be smoothed out before being used.



(2) Originals with the same width can be set at a time. (Do not mix originals with different widths.)

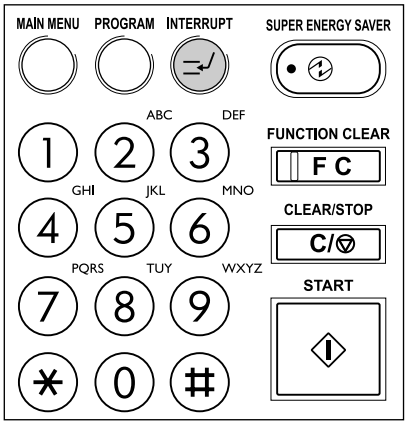


(3) Originals sticking to each other, or originals that are surface-treated may fail to separate properly.



3. INTERRUPT COPYING

The interrupt copy is a convenient feature that allows the user to pause a job that is currently in progress.



1 Press the INTERRUPT key.

- This message appears:

Job interrupted

- The INTERRUPT key illuminates during the INTERRUPT copying.

Note

One interrupt copy can be made from multiple originals by placing them on the glass one at a time.

2 Place the original.

- If the previous original remains on the glass, open the original cover or automatic document feeder (optional) or the reversing automatic document feeder (optional) and replace it with the original to be interrupt-copied.

3 Press the START key.

- Repeat steps 2 to 4 if you need to interrupt copying again.

4 After interrupt copying is finished, press the INTERRUPT key again.

- When the following is shown on the Message Display, press the START key and perform the interrupted jobs.

Ready to resume job.

Ready to resume job	3
PAPER :APS	:AUTO
FINISHING :SORT	ZOOM :100%
	EDIT ▼

3. BASIC MENU

1. PAPER SELECTION 3-2
   Automatic Paper Selection (APS) 3-2
   Manual Paper Selection 3-4
   Bypass Copying 3-5
   Bypass Copying by Specifying the Copy Size 3-7
2. REDUCTION AND ENLARGEMENT COPYING 3-8
3. COPYING WITH COPY DENSITY SELECTION 3-13
4. ORIGINAL IMAGE QUALITY SELECTION 3-15

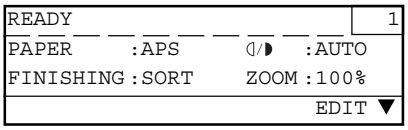
1. PAPER SELECTION

Automatic Paper Selection (APS)

When the power switch is turned ON, the Automatic Paper Selection (APS) mode is selected as the default mode.
In this mode, when a regular-sized original is loaded for copying, the copier detects the original size automatically and selects a same paper size as the original size. For the e-STUDIO16, when the original is placed on the glass for copying, the copier cannot detect its size automatically. A message appears prompting the user to specify the size of the original.

* This mode can only be used for actual-size (100%) copying.
* For automatically selectable original sizes: ► Page 2-4

1 **Check that APS mode is selected in the upper left portion of the Message Display.**



2 **Place the original(s) on the original feed tray or on the glass.**

3 **Select desired copy mode.**

4 **Enter the desired copy quantity using numeric keys.**

- A copy quantity up to 999 can be keyed in.
- The copy quantity default is set at one.
- When an incorrect quantity is set, press the CLEAR/STOP C/◇ key and key in the correct number.
- If you press the FUNCTION CLEAR F C key, all current copier settings will be cleared, and returned to the default settings.

5 **Press the START ◇ key.**

- If the following messages are shown;

Change the direction of original(s).

Change direction of original.

Load the cassette containing paper in the same size as the original.

Set correct cassette

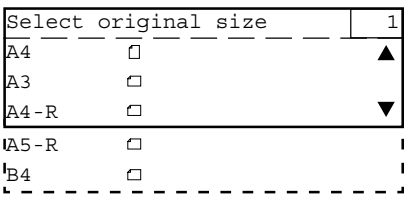
Add paper in the cassette.

Add Paper

- For the e-STUDIO16, when an original is placed on the glass for copying, the following message appears.

Select original size

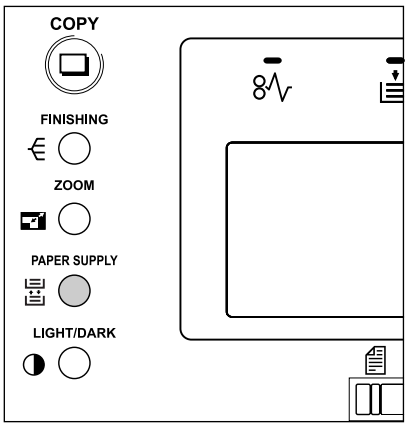
Press the ▲ or ▼ key to select the original size and press the SET key.



Manual Paper Selection

Highly transparent originals such as OHP films and tracing paper, very dark originals, originals with dark borders, or non-regular sized originals such as newspaper and magazines, may be incapable of automatic paper selection. For these types of originals, use the manual paper selection.

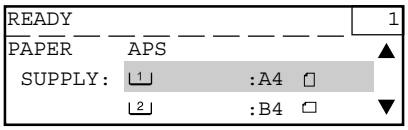
1 **Press the PAPER SUPPLY key with the initial screen shown in the COPY mode.**



2 **Use the ▲ or ▼ keys and select the paper cassette that you would like to feed paper from.**

- Please note that the cassettes must be pre-defined with the size of paper loaded.

► Page 1-8



3 **Place the original(s) on the original feed tray or on the glass.**

("Setting Original". ► Page 2-4)

4 **Select desired copy mode and quantity as required.**

5 **Press the START key.**

Bypass Copying

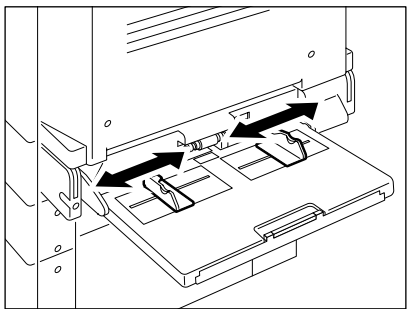
Bypass copying is convenient in the following instances:
- When the size of the paper you require is not installed in the copier's paper cassettes.
- When you want to use a special type of paper such as OHP film.

* The optional stack feed bypass is required for any of the above.

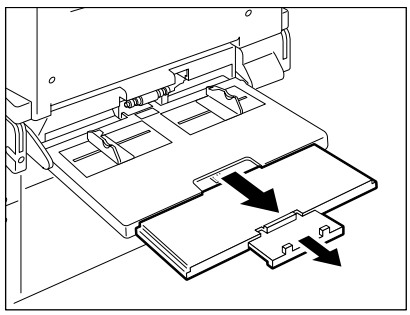
1 **Place the original(s) on the original feed tray or on the glass.**
(Setting Original ► Page 2-4)

2 **Select desired copy mode.**

3 **Align the slide of the stack feed bypass to the width of the paper to be loaded.**

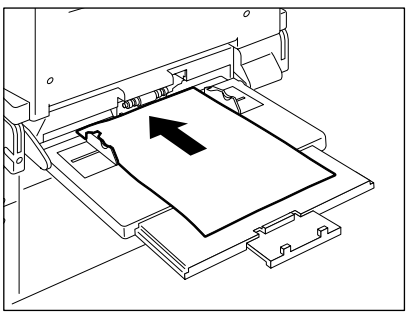


- Extend the paper holder when the size of paper is large.



4 **Place sheets of copy paper on the stack feed bypass. The following message appears:**

Set paper size of bypass



- Place the sheets on the bypass guide and align the slides to the paper size.
- For type of paper that can be used in bypass copying: ► Page 1-7

5 **Enter the desired copy quantity using the numeric keys.**

6 **Press the START key.**

Tip

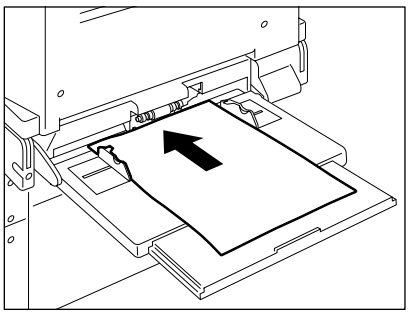
- If the paper misfeeds in the bypass and the Paper Jam Lamp flashes, remove the sheets from the bypass and replace them.
  ► Page 7-14.
- If the size of paper to be loaded is not identical to one specified in the default setting, the default settings must be reset. ► Page 1-11.

Bypass Copying by Specifying the Copy Size

By specifying the copy size in bypass copying, you can select the following copying modes:

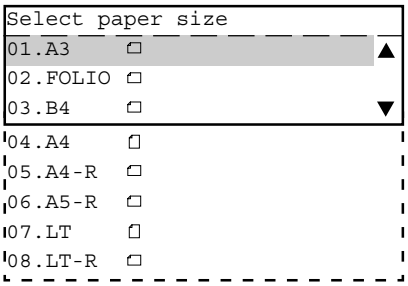
- Duplex copying
- Dual-page copying
- Sort copying
- Offset
- Magazine sort
- 2-in-1/4-in-1
- Alternation

1 **Place sheets of copy paper on the stack feed bypass.**



2 **Select the desired copy size.**

- Use the ▲ or ▼ key to select the copy size. Make sure that the desired copy size and its direction are displayed. Then press the SET key.



3 **Select the desired duplex printing mode, dual-page copying, sort copying, offset, magazine sort, 2-in-1/4-in-1 or alternation as well as the image density and the reproduction ratio.**
Please note that the reversing automatic document feeder (optional) and the automatic duplexing unit (optional) are required for duplex printing and magazine sort.

4 **Key in the desired copy quantity using the numeric keys.**

5 **Place the original(s) on the original feed tray or on the glass.**
(Setting Original. ► Page 2-4)

6 **Press the START key.**

2. REDUCTION AND ENLARGEMENT COPYING

There are four methods available for enlargement and reduction copying.

- Using Automatic Magnification Selection (AMS):
  After selecting the AMS mode and copy size, the copier automatically detects the size of the original and calculates the appropriate reproduction ratio. For the e-STUDIO16, when the original is scanned on the glass, the user must to manually specify the size of the original.
- REDUCE/ENLARGE:
  When a regular-sized original and copy paper are used, select a ratio corresponding to the paper size.

  Selectable Ratio:

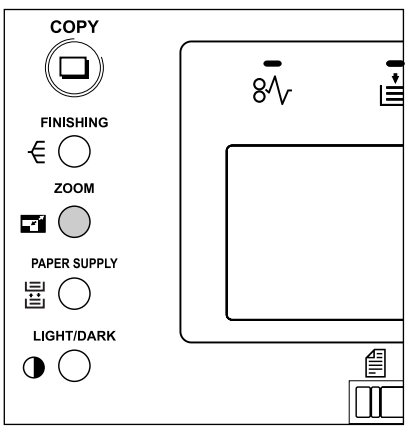
Ratio	Original/Copy
50%	A3/A5-R
71%	A3/A4-R, A4-R/A5-R, B4/B5-R
82%	B4/A4-R, B5-R/A5-R
141%	A4-R/A3, A5-R/A4-R, A5/A4, B5-R/B4
200%	A5-R/A3

- ZOOM UP/DOWN:
  The Down and Up arrow keys select the desired reproduction ratio at 1% increments.
- XY ZOOM:
  This function allows you to alter the reproduction ratio in the X and Y directions of your copies.

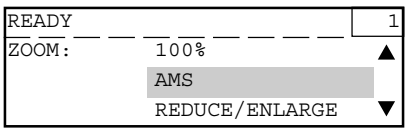
* Highly transparent originals such as OHP films and tracing paper, very dark originals, originals with dark borders, or non-regular sized originals such as newspaper and magazines, may be incapable of automatic magnification selection. For these types of originals, use the reduction/enlargement modes.

Using Automatic Magnification Selection (AMS)

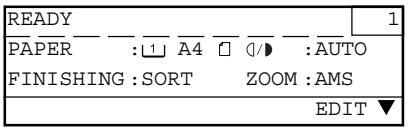
1 **Press the ZOOM key.**



2 **Select "AMS" by using the ▼ key.**



3 **Press the SET key to accept the "AMS".**



4 **Then select the paper cassette.**
(Manual Paper Selection ► Page 3-3).

5 **Place the original(s) on the original feed tray or the glass.**

6 **Select the desired image density and copy quantity.**

7 **Press the START key.**

- If the following messages are shown;
  Change the direction of original(s).

Change direction of org.

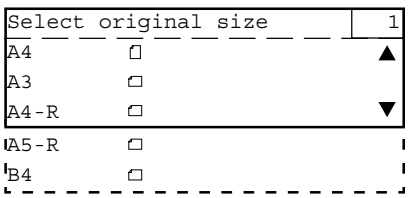
- Select the cassette of the correct paper size and orientation, e.g. A4-R.

Use reduction cassette

- For the e-STUDIO16, when an original is placed on the glass for copying, the following message appears.

Select original size

  Press the ▲ or ▼ key to select the original size and press the SET key.



3

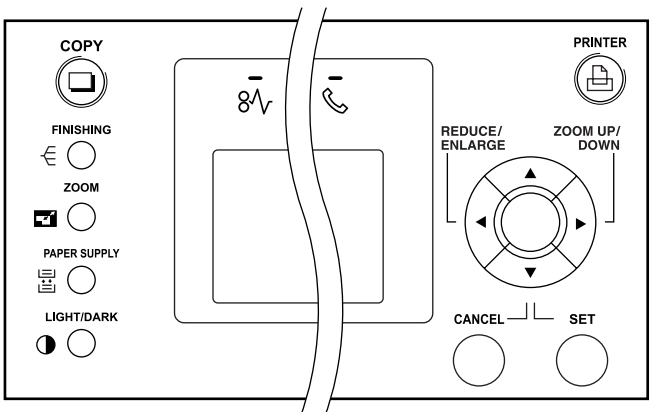
Reduce/Enlarge

When a regular-sized original and copy paper are used, select a ratio corresponding to them.

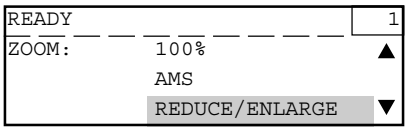
1 **Select the appropriate paper cassette.**
(Manual Paper Selection ► Page 3-3.)

2 **Press the ZOOM key or ◄ key.**

- Press the ZOOM key and go to step 3,
  or press the ◄ key and go to step 4.

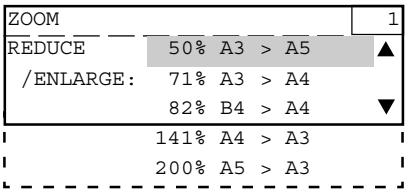


3 **Use the ▲ or ▼ keys and select "REDUCE/ ENLARGE." Press the SET key.**

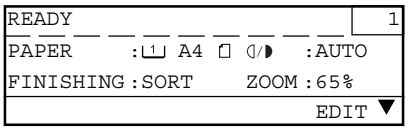


4 **Select the desired reproduction ratio using the ▲ or ▼ key. Press the SET key.**

- You must to manually specify the size of the original.



5 **Place the original to be copied in the feeder or on the glass, key in the copy quantity, and press the START key.**

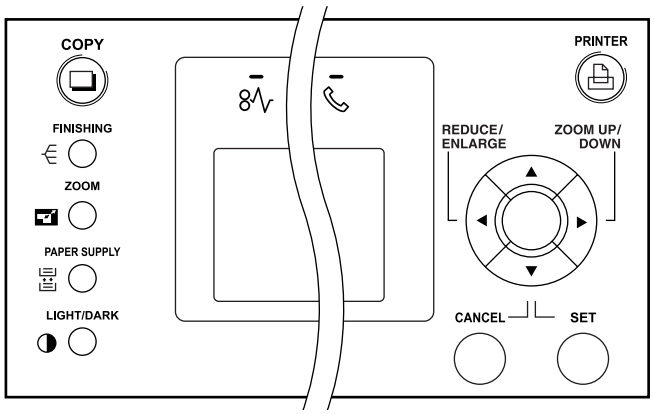


Zoom Up/Down

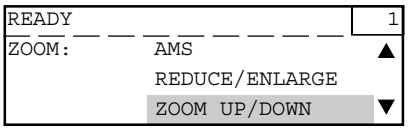
1 **Select the paper cassette.**
(Manual Paper Selection ► Page 3-3.)

2 **Press the ZOOM key or ▶ key.**

- Press the ZOOM key and go to step 3, or press the ▶ key and go to step 4.

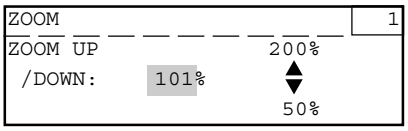


3 **Use the ▲ or ▼ keys and select "ZOOM UP/ DOWN." Press the SET key.**



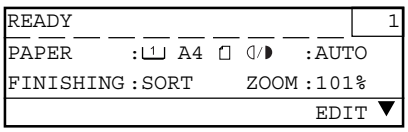
4 **Select the desired reproduction ratio using the ▲ or ▼ key. Then press the SET key.**

- For enlargement, use ▲ key. For reduction, use ▼ key.
- Each time you press ▲ or ▼ key, the reproduction ratio changes by 1%. Holding down the key changes the reproduction ratio continuously. Further holding down the key changes the reproduction ratio by 10 %.
- When the original is scanned on the original glass, the reproduction ratio can be specified to 50 % to 200 % for the e-STUDIO16, and 25 % to 400 % for the e-STUDIO20/25.
- When the original is scanned in the automatic document feeder (optional) or reversing automatic document feeder (optional), the reproduction ratio of 50 % to 200 % can be specified.



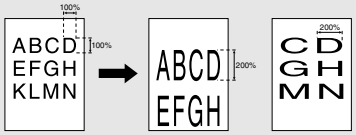
5 **Place the original to be copied in the feeder or on the glass key in the copy quantity, and press START .**

- you need to manually specify the size of the original.



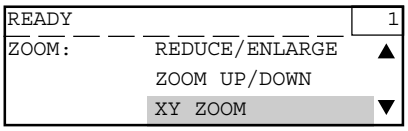
X-Y Zoom

This function allows you to alter the reproduction ratio in the X and Y directions of your copies.



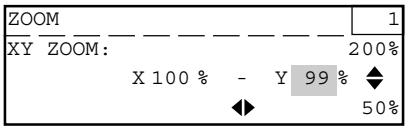
1 **Press the ZOOM key on the control panel.**

2 **Press the ▼ key to display "XY ZOOM." Then press the SET key.**

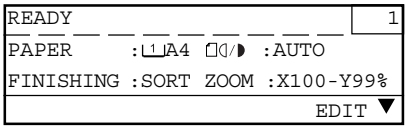


3 **Specify the X and Y reproduction ratios.**

- Select the X or Y direction using the ◀ or ▶ key and specify the reproduction ratio using the ▲ or ▼ key. Then press the SET key to accept the reproduction ratio.
- When the original is scanned on the original glass, the reproduction ratio can be specified to 50 % to 200 % for the e-STUDIO16, and 25 % to 400 % for the e-STUDIO20/25.
- When the original is scanned in the automatic document feeder (optional) or reversing automatic document feeder (optional), the reproduction ratio of 50 % to 200 % can be specified.



4 **"Xxxx-Yxxx%" appears next to zoom on the display.**



5 **Select the desired paper cassette, image density and copy quantity.**

6 **Place the original on the glass or the feed tray and press the START key.**

3. COPYING WITH COPY DENSITY SELECTION

There are two types of image density: automatic mode and manual mode.
In the automatic mode, the copier automatically detects the density of the original and selects the optimum image density for it.
In the manual mode, the user can produce lighter or darker copies.

Copying in the Automatic Mode

1 **Make sure that " ◑/◗ : AUTO" is displayed in the message display.**

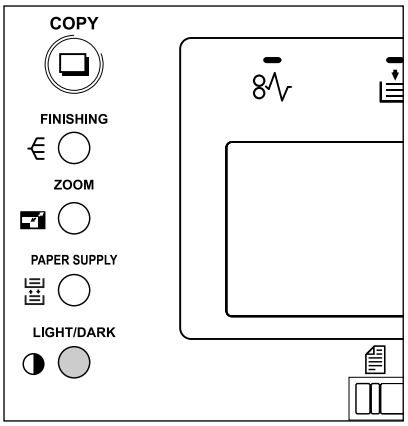
- If " ◑, " "NORMAL" or " ◗ " is displayed, press the LIGHT/DARK key and select "AUTO".

2 **Place the original and press START key.**

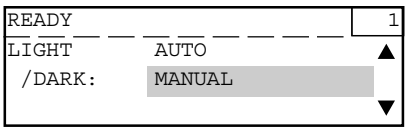
- The copier automatically detects the density of the original, and makes copies at the optimum exposure.

Copying in the Manual Mode

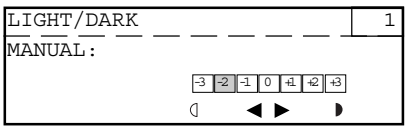
1 **Press the LIGHT/DARK key.**



2 **Select "MANUAL" by pressing the ▼ key. Then press the SET key**



3 **Press the ◀ or ▶ key to select the desired image density.**



- To produce lighter copies, press the ◀ key. Each time you press the ◀ key, the density-indicating mark moves one step to the left and your copies are produced proportionally lighter.
- To produce darker copies, press the ▶ key. Each time you press the ▶ key, the density-indicating mark moves one step to the right and your copies are produced proportionally darker.

4 **When the SET key is pressed after density is set, the screen returns to the initial screen for copying.**

- The specified copying density appears on the message display.

5 **Place the original to be copied in the feeder or glass and press the START key.**

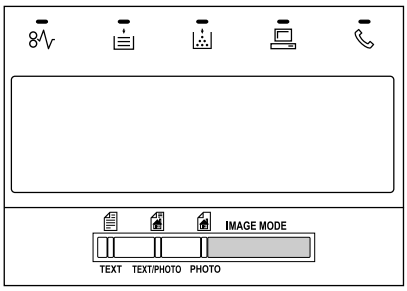
- Copies are made in the selected image density.

4. ORIGINAL IMAGE QUALITY SELECTION

You can select the copy mode (Text, Text/Photo, and Photo) and produce clear copies matched to the type of original. The text mode is suitable for making copies of originals containing text, or text and line artwork. The Photo mode is suitable for making copies of originals containing black-and-white photos, color photos or halftone photos. The Text/Photo mode is selected as the default mode. This mode is used for making copies of regular originals.

1 **Place the original(s) on the feed tray or on the glass.**

2 **Each time you press the IMAGE MODE key, the image mode switches. Press the IMAGE MODE key repeatedly until the lamp located above left of the desired image mode illuminates.**



Tip

Image mode selection may not be allowed depending on the messages displayed. For example, when "Copying" is displayed, the image mode selection is disabled.

3 **If necessary, adjust the image density.**

4 **Select the desired paper cassette, reproduction ratio and copy quantity.**

5 **Press the START key.**

4. EDIT MENU

1. DUPLEX COPYING 4-2
   ① 1-Sided Originals > 1-Sided Copies (default setting) 4-3
   ② 1-Sided Originals > 2-Sided Copies 4-4
   ③ 2-Sided Originals > 2-Sided Copies 4-8
   ④ 2-Sided Originals > 1-Sided Copies 4-9
   ⑤ Book-Type Originals > 2-Sided Copies 4-10
2. DUAL PAGE COPYING 4-12
3. IMAGE SHIFT COPYING 4-13
4. EDGE ERASE COPYING 4-14
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10. COPYING MIXED SIZE ORIGINALS 4-26
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1. DUPLEX COPYING

This function allows you to set the type of originals (1-sided, 2-sided or book-type) and the desired type of copying (1-sided or 2-sided).

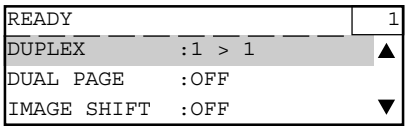
* ②, ③, ④ and ⑤ require the optional automatic duplexing unit to be installed.
* ③ and ④ require the optional reversing automatic document feeder to be installed.

① 1-Sided Originals > 1-Sided Copies (default setting)

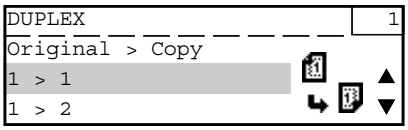
This copy mode is selected as the default setting when the copier is turned on. To change use the following procedures.

1 **Press the ▼ key on the control panel while in the initial screen for copying.**

- The "EDIT MENU" screen appears.



2 **Confirm that "DUPLEX" is highlighted on the screen. Press the SET key.**



3 **Select "1>1" by pressing the ▼ key. Then press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**

Tip

The menu that appears here varies depending on whether the auto-duplexer unit (optional) and the reversing automatic document feeder (optional) are installed or not.

4 **Select the desired paper cassette, reproduction ratio, image density and copy quantity.**

5 **Place the original(s) on the feed tray or on the glass.**

6 **Press the START key.**

② 1-Sided Originals > 2-Sided Copies

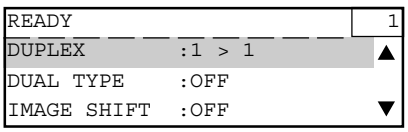
There are two methods of making duplexed copies from single-sided originals:
- Using the automatic document feeder (optional) or reversing automatic document feeder (optional) - For duplex-copying from sheet originals of the specified sizes and weights.
- Setting originals on the glass - For duplex-copying from originals that cannot be handled by the automatic document feeder (optional) or the reversing automatic document feeder (optional).

Note

This copying mode requires the automatic duplexing unit (optional) to be installed.

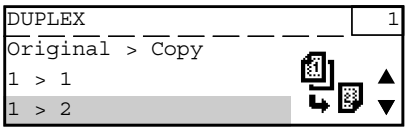
When using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**



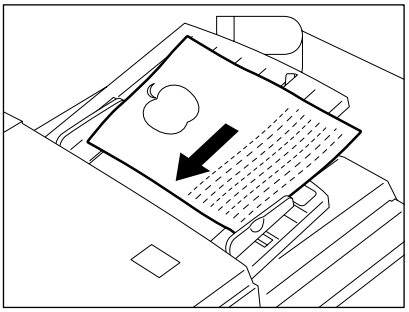
2 **Confirm that "DUPLEX" is highlighted on the screen. Then press the SET key.**

3 **Select "1 > 2" by pressing the ▼ key. Then press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**



4 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

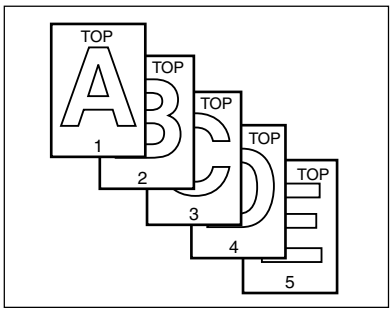
5 **Place the originals on the feed tray.**



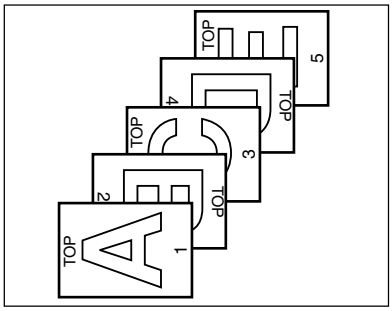
6 **Press the START key.**

How to place originals

- When placing originals vertically:
  Align the edges of the originals and set them all in the same direction (top to bottom).

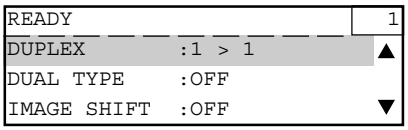


- When placing originals horizontally:
  Arrange the originals so that the odd and even pages are placed alternately in opposite directions, and then set them in the automatic document feeder (optional) or the reversing automatic document feeder (optional).



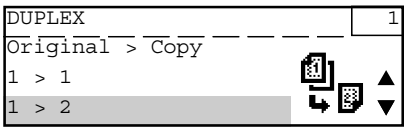
When Placing the Original on the Glass

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**



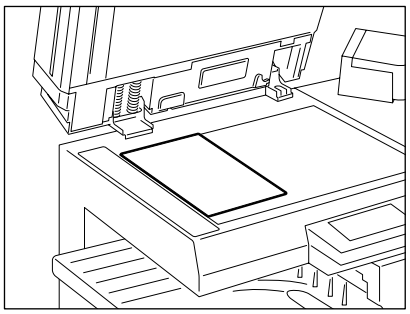
2 **Confirm that "DUPLEX" is highlighted on the screen. Then press the SET key.**

3 **Select "1 > 2" by pressing the ▼ key. Then press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**



4 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

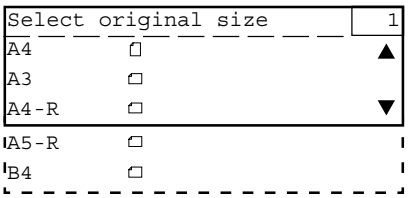
5 **Place the first page of the originals (first side) on the glass.**



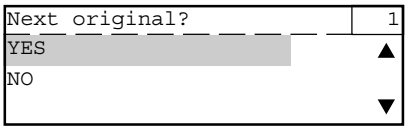
6 **Press the START key.**

- For the e-STUDIO16, when the automatic paper selection (APS) mode or automatic magnification selection (AMS) is selected, a message appears prompting you to specify the size of the original that you would like to copy.

  Use the ▲ or ▼ key to specify the size of the original. Then press the SET key. The copier will start scanning the original.



7 **Place the next original (second side) on the glass.**



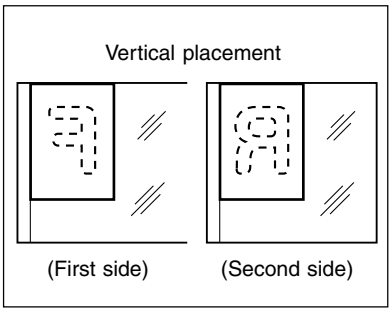
8 **Press the START key.**

9 **Repeat steps 5 to 8 until all the originals are copied.**

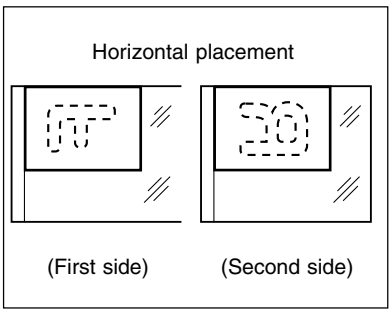
10 **After the last original is scanned, select "NO" with the ▼ key and then press the START key.**

How to place originals on the glass

- When setting originals vertically:
  The first side and second side should be placed in the same direction (top to bottom).



- When setting originals horizontally:
  The first side and second side should be placed in the opposite direction (top to bottom).



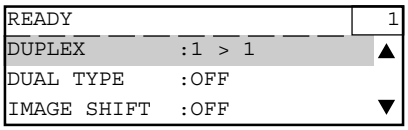
③ 2-Sided Originals > 2-Sided Copies

Placing two sided originals on the reversing automatic document feeder (optional) and pressing the START key feeds the original and scans the first side of the original into memory.
The original and the sheet are then turned over automatically and the second side of the original is scanned into memory. Once both sides of all originals are scanned, the desired copies are printed.
You can set up to 100 A4 size (64 to 80 g/m²) originals at a time.

Note

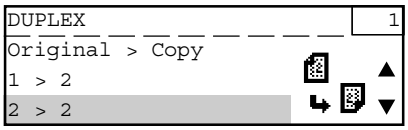
This copying mode requires the reversing automatic document feeder (optional) and the automatic duplexing unit (optional) to be installed.

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**



2 **Confirm that "DUPLEX" is highlighted on the screen. Then press the SET key.**

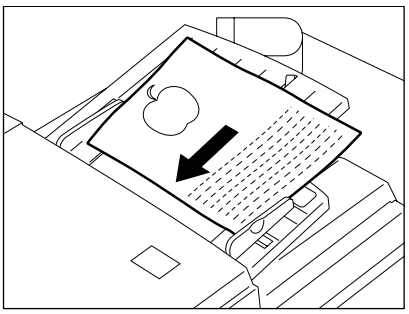
3 **Select "2 > 2" by pressing the ▼ key. Then press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**



4 **Select the desired paper cassette, reproduction ratio, image density and copy quantity.**

- The automatic paper selection mode is selected as the default mode.

5 **Place the originals on the feed tray.**



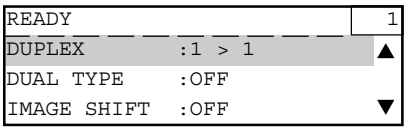
6 **Press the START key.**

④ 2-Sided Originals > 1-Sided Copies

Note

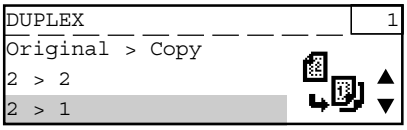
This copying mode requires the reversing automatic document feeder (optional) to be installed.

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**



2 **Confirm that "DUPLEX" is highlighted on the screen. Then press the SET key.**

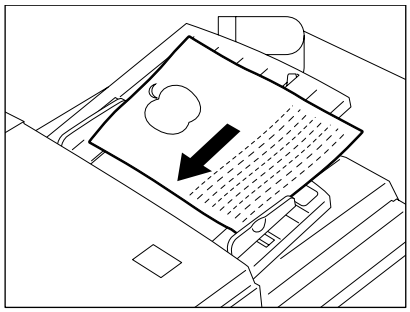
3 **Select "2 > 1" by pressing the ▼ key. Then press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**



4 **Select the desired paper cassette, reproduction ratio, image density and copy quantity.**

- The automatic paper selection mode is selected as the default mode.

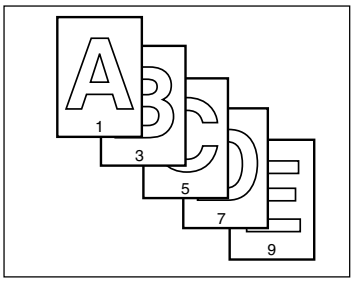
5 **Place the originals on the feed tray.**

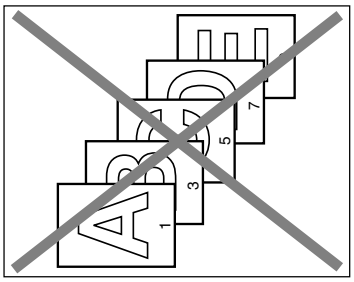


6 **Press the START key.**

How to place originals

Always set originals vertically. If originals are set horizontally, the copies will be output upside down alternately.

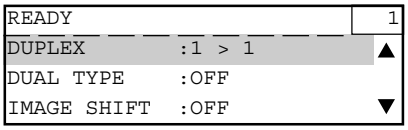




⑤ Book-Type Originals > 2-Sided Copies

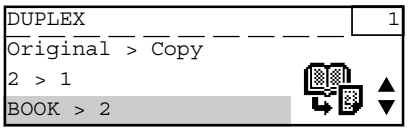
This copying mode requires the automatic duplexing unit (optional) to be installed.

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**



2 **Confirm that "DUPLEX" is highlighted on the screen. Then press the SET key.**

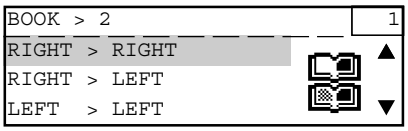
3 **Select "BOOK > 2" by pressing the ▼ key.**



4 **Press the SET key.**

5 **Select the start and end page.**

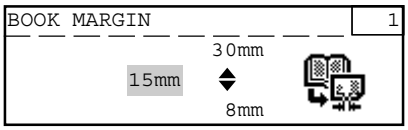
- Select the desired copy mode using the ▲ or ▼ key.
- RIGHT > RIGHT
  Copying is started from a right page of the book and it ends on a right page.
- RIGHT > LEFT
  Copying is started from a right page of the book and it ends on a left page.
- LEFT > LEFT
  Copying is started from a left page of the book and it ends on a left page.
- LEFT > RIGHT
  Copying is started from a left page of the book and it ends on a right page.



6 **Press the SET key.**

7 **Specify the Book Margin then press the SET key, as necessary.**

- Press the ▲ or ▼ key to specify the Book Margin. Each time either of the keys is pressed, a value is incremented or decremented by 1mm.
- Press the ▲ key to increment, or ▼ key to decrement the value.
- Specify the value within a range of 8 mm to 30 mm.



8 **Press the SET key.**

9 **Press the MAIN MENU key to select the desired paper cassette. Press the SET key when finished.**

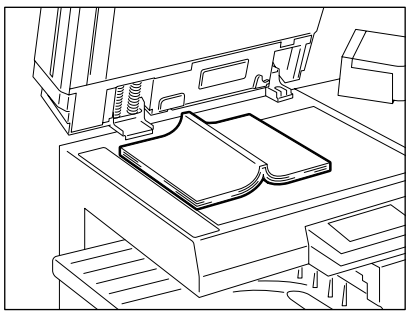
- Select Letter or A4 size.

10 **Select Edge Erase, if necessary.**
► Page 4-14

11 **Select the desired image density, reproduction ratio and copy quantity.**

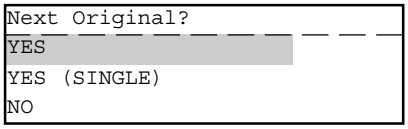
12 **Place the original on the glass and press the START key.**

- The copy of page 1 will be ejected with its reverse side blank. The copies of page 2 and subsequent pages will temporarily be stacked inside the copier.
- Place page 1 of the original first.



13 **Set the next original.**

- Turn the page of the book and set it in the same way as previously.
- Select “YES” when you need to copy both left and right pages.
- Select “YES (SINGLE)” when you need to copy the one page only.

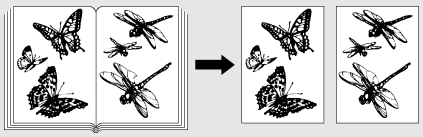


14 **Press the START key.**

15 **Repeat steps 12 and 13 until you finish copying the book.**

2. DUAL PAGE COPYING

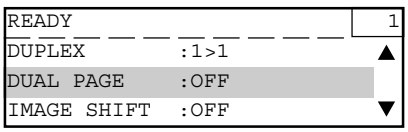
The facing pages of a book or magazine are copied one at a time onto two separate sheets of paper. You need not move the original on the glass. Two A4 size originals placed side by side on the glass can also be copied onto two separate sheets of paper.
Example of Dual Page Copying



4

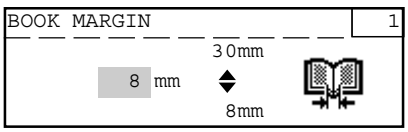
1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

2 **Press the ▼ key to display the "DUAL PAGE" in reverse. Then press the SET key.**

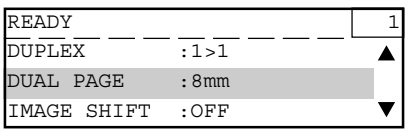


3 **Press the ▼ key and select "ON." Then press the SET key**

- Upon selecting "ON", you are given an opportunity to select the appropriate book margin. Any value ranging from 8 mm to 30 mm is acceptable.
- When 20 mm is entered, a line that appears at the center of the copy is masked in a range of 20 mm. When a copy is made, a 10 mm margin is established on both sides of the line.
- When both the Edge Erase width and the Book Margin are specified, a bigger value would be specified for the margin.



4 **"DUAL PAGE: XXmm" appears. Press the MAIN MENU key to return to the initial screen for copying.**



5 **Select the A4 paper cassette.**

6 **Place the original on the glass.**

7 **Select the desired image density, etc. as required.**

- Only 100 % of reproduction ratio is acceptable.

8 **Press the START key.**

3. IMAGE SHIFT COPYING

You can create margins on the copy and specify the position of these margins on either the right or the left side of the copy. You can also create margins on copies of book originals using DUAL PAGE mode. ► Page 4-12.
The default margins is approximately 7 mm, but you can select any margin between 4 and 15 mm.

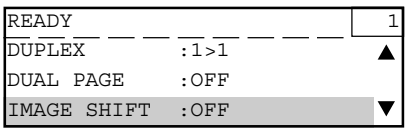
Example of Image Shift Copying

Margin on left side Copy

Margin on the right side Copy

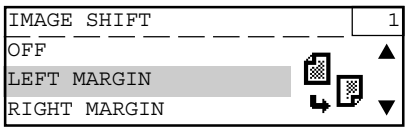
1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

2 **Press the ▼ key to display "IMAGE SHIFT." Then press the SET key.**



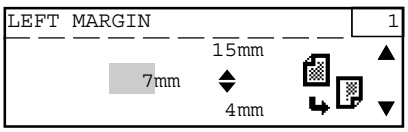
3 **Select on which side the margin is to be created. Then press the SET key.**

- Select either "LEFT MARGIN" or "RIGHT MARGIN" to be set.

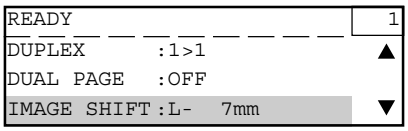


4 **Specify the margin by using the ▲ or ▼ key. Press the SET key.**

- The default margin is 7 mm.
- Any value ranging from 4 mm to 15 mm is acceptable.



5 **Upon pressing the SET key, the programmed margin appears on the screen. Press the MAIN MENU key to return to the initial screen for copying.**



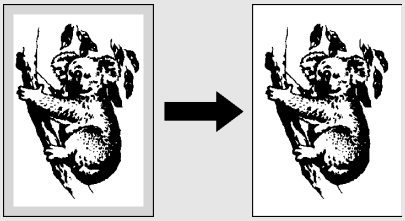
6 **Place the originals on the feed tray or on the glass.**

7 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

8 **Press the START key.**

4. EDGE ERASE COPYING

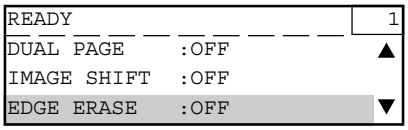
If the edges of an original are torn or dirty, they are reproduced as black stains on the copy.
Using the edge erase mode, a white border will be created along the outside edges of the copy eliminating the marks. The default edge erase margin is 10 mm, but you can select any margin within the range of 4 to 20 mm.
Example of Edge Erase Copying



4

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

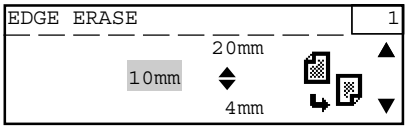
2 **Press the ▼ key to display "Edge Erase." Then press the SET key.**



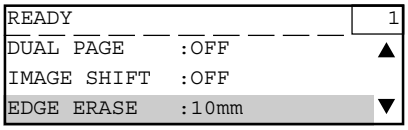
3 **Press the ▼ key and select the "ON." Then press the SET key.**

4 **The current edge erase margin appears on the screen. To change the edge erase margin, select the desired margin by using the ▲ or ▼ key. Then press the SET key.**

- The edge erase margin changes at increments of 1 mm.



5 **The selected edge erase margin appears on the screen. Press the MAIN MENU key to return to the initial screen for copying.**



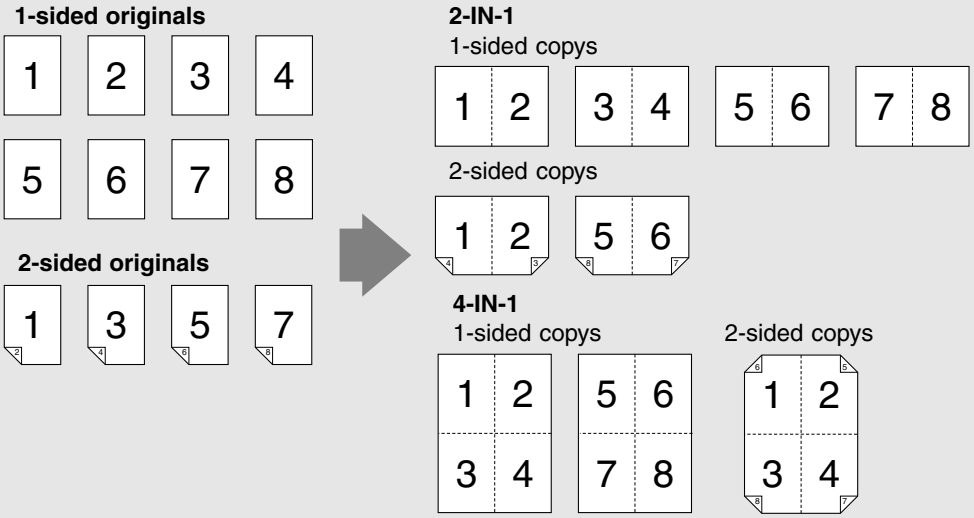
6 **Place the original(s) on the feed tray or on the glass.**

7 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

8 **Press the START key.**

5. 2-IN-1/4-IN-1

This function allows you to reduce and copy two or more originals onto a single sheet. Reducing four sheets at a time onto a single sheet is called “4-in-1” copying.
Duplex copying of 4-in-1 allows 8 pages to be copied on one sheet.
* The reversing automatic document feeder (optional) is required to scan a double-sided original.
* The automatic duplexing unit (optional) is required for duplex copying.
* Reduction/enlargement copying is not available with this function.

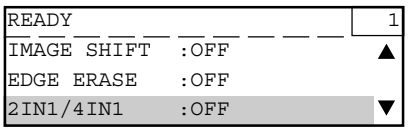


When Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

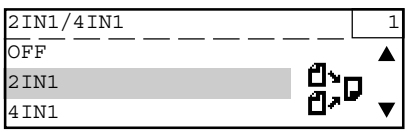
1 **Place the original on the original feed tray.**

2 **Press the ▼ key. The “EDIT MENU” screen appears.**

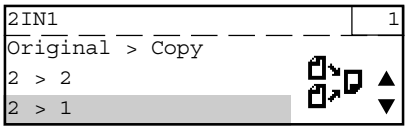
3 **Press the ▼ key to display “2IN1/4IN1.” Then press the SET key.**



4 **Press the ▼ key and select “2IN1” or “4IN1.” Then press the SET key.**

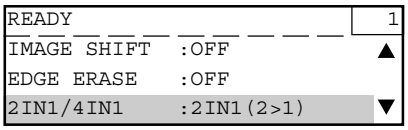


5 **Select the type of original and copy.**



6 **Press the SET key.**

7 **What is selected appears on the screen.**
Press the MAIN MENU key to return to the initial screen for copying.



8 **Select the desired paper cassette, image density, and copy quantity.**

Note

To select the paper cassette, press the ZOOM key, select AMS and then select the desired paper cassette.

9 **Press the START key.**

When Placing the Original on the Glass

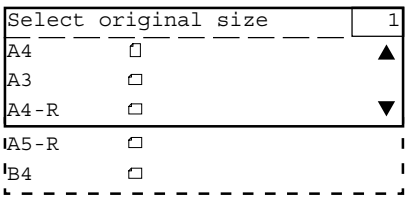
1 **Follow step 2 to 8 of "When Using The Automatic Document Feeder." ► Page 4-15**

2 **Place the original on the glass and press the START key.**

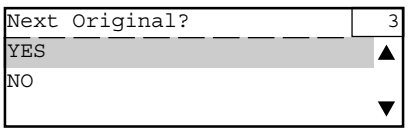
- For the e-STUDIO16, a message appears prompting you to specify the size of the original that you would like to copy.

  Use the ▲ or ▼ key to specify the size of the original. Then press the SET key. The copier will start scanning the document.

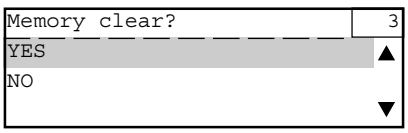
- When the first original has been scanned, the "Next Original?" screen appears.



3 **Select "YES," set the next original and press the START key.**

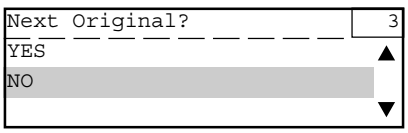


- While the "Next Original?" screen is being shown, if the CLEAR/STOP C/◇ key is pressed, the scanned data is deleted and 2-in-1/4-in-1 copying is terminated. Select "YES" or "NO" and press the SET key.



4 **For the next and subsequent originals, repeat step 3 above.**

5 **When scanning of the last original has finished, select "NO."**



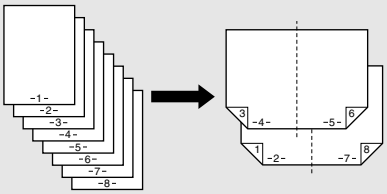
6 **Press the SET key.**

6. MAGAZINE SORT

The magazine sort mode allows you to copy and sort originals so that the copies can be folded in half along the inside as if you were making a magazine.

Note

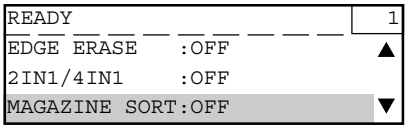
This copying mode requires the optional automatic duplexing unit (optional) to be installed.
Example of magazine sort



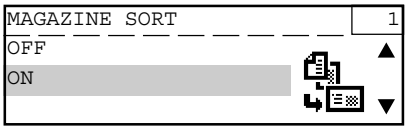
4

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

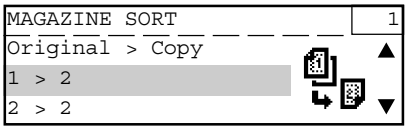
2 **Press the ▼ key to display "MAGAZINE SORT." Then press the SET key.**



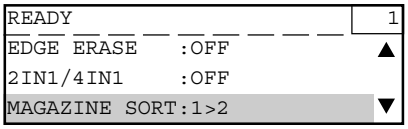
3 **Press the ▼ key to display "ON." Then press the SET key.**



4 **Press the ▼ key and specify whether the originals are single-side or duplex. Then press the SET key.**



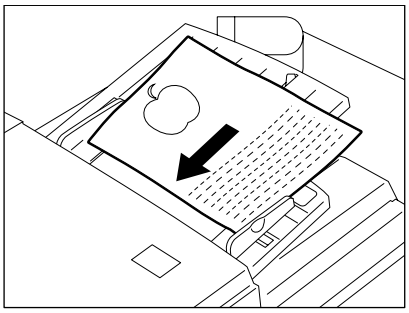
5 **"MAGAZINE SORT: X>2" appears. Press the MAIN MENU key to return to the initial screen for copying.**



6 **Select the desired image density and copy quantity.**

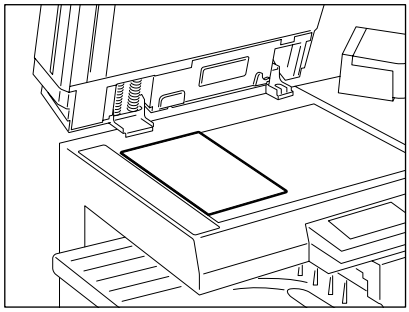
When Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

7 **Place the originals on the feed tray and press the START key.**

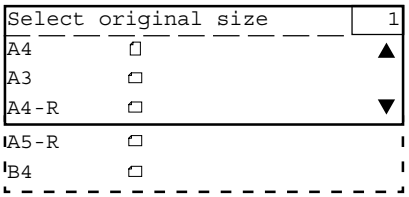


When Placing the Original on the Glass

7 **Place the original on the glass and press the START key.**

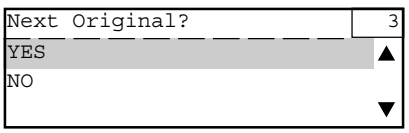


- For the e-STUDIO16, a message appears prompting you to specify the size of the original that you would like to copy.
  Use the ▲ or ▼ key to specify the size of the original.
  Then press the SET key. The copier will start scanning the document.

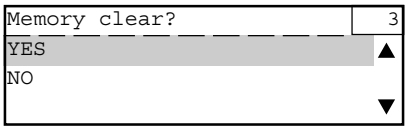


- When the first original has been scanned, the "Next Original?" screen appears.

8 **Select "YES," set the next original and press the START key.**

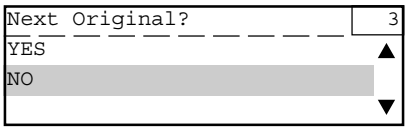


- While the "Next Original?" screen is being shown, if the CLEAR/STOP C/◇ key is pressed, the scanned data is deleted and MAGAZINE SORT is terminated. Select "YES" or "NO" and press the SET key.



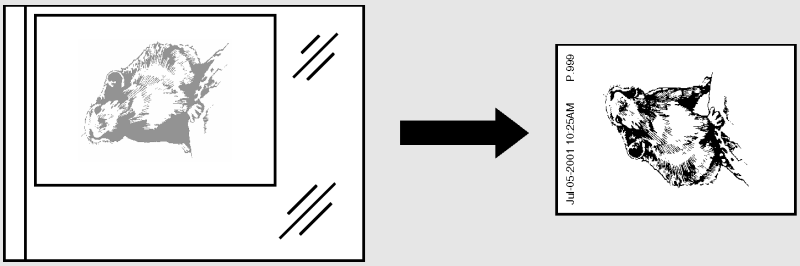
9 **For the subsequent originals, repeat step 8 above.**

10 **When scanning of the last original has finished, select "NO."**



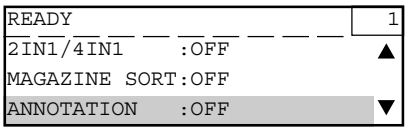
11 **Press the SET key.**

This function allows you to print the page number or page number and date & time on the lead-edge of the copy.
The annotation area is located on the leading edge of the output paper. In the example shown, the annotation will be printed along the top of the copy.
Example of annotation:
When placing the original on the glass using A4-R (on landscape) orientation.

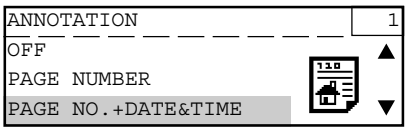


1 **Press the ▼ key on the initial screen for copying. The "EDIT MENU" screen appears.**

2 **Press the ▼ key to display "ANNOTATION." Then press the SET key while "ANNOTATION" is displayed.**

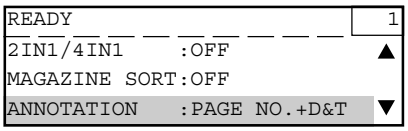


3 **Press the ▼ key and select the desired annotation type. Then press the SET key.**



4 **Press the MAIN MENU key to return to the initial screen for copying.**

- Date and time are automatically printed according to the format which is preset in the copier. ► Page 5-21



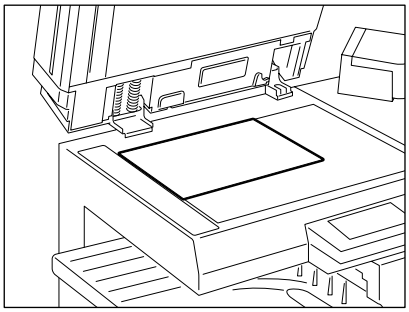
5 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

Note

Density of page number and date & time added by annotation does not change even if the image density is changed.

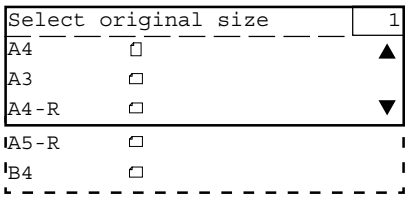
When Placing the Original on the Glass

6 **Place the original on the glass and press the START key.**



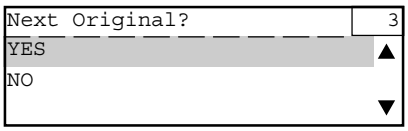
- For the e-STUDIO16, when the automatic paper selection (APS) mode or automatic magnification selection (AMS) is selected, a message appears prompting you to specify the size of the original that you would like to copy.

  Use the ▲ or ▼ key to specify the size of the original. Then press the SET key. The copier will start scanning the document.

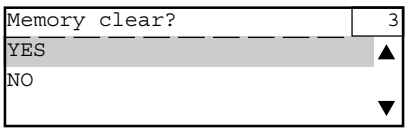


- When the first original has been scanned, the "Next Original?" screen appears.

7 **Select "YES," set the next original and press the START key.**

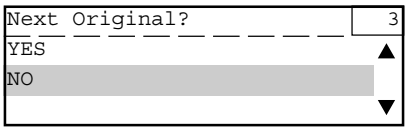


- While the "Next Original?" screen is being shown, if the CLEAR/STOP C/◇ key is pressed, the scanned data is deleted, and the ANNOTAION is terminated. Select "YES" or "NO," and press the SET key.



8 **For the next and subsequent originals, repeat step 7 above.**

9 **When the last original is finished being scanned, select "NO."**



10 **Press the SET key.**

Tip

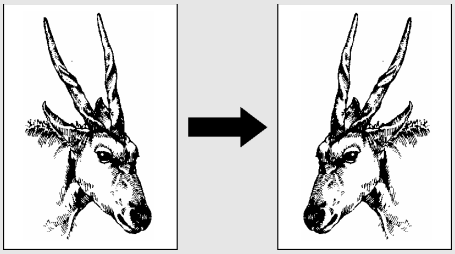
In the annotation function, printing is performed along the lead-edge of the paper selected. This may be the top or the side of copy depending upon the orientation of the copy paper. Therefore, place the original with its top facing the paper output side of the machine.

Mirror Image

This function allows you to make mirror-image copies.

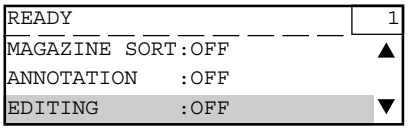
* This mode is not available together with Image Shift, Sort, Alternation, Duplex copying, Srot/Offset, Dual Page, 2-in-1/4-in-1 and Book > 2.

Example of Mirror Image



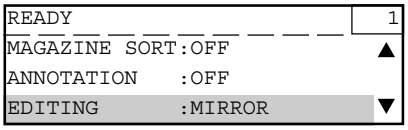
1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

2 **Press the ▼ key to display "EDITING." Then press the SET key.**



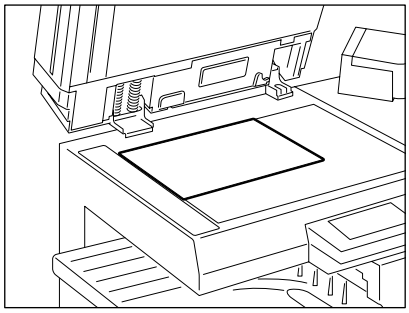
3 **Press the ▼ key to display "MIRROR." Then press the SET key.**

4 **"EDITING: MIRROR" appears. Press the MAIN MENU key to return to the initial screen for copying.**



5 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

6 **Place the original on the glass or the feed tray and press the START key.**

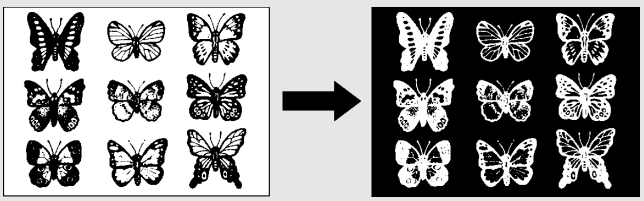


Negative/Positive Reversal

This function allows you to reverse the black areas on the original as white areas, or vice versa.

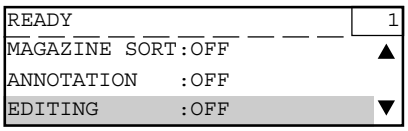
* This function is not available with Edge Erase, Sort, Alternation, Duplex copying, Srot/Offset, Dual Page, 2-in-1/4-in-1, Magazine Sort and Book > 2.

Example of negative/positive reversal

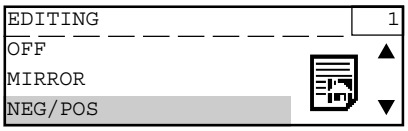


1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

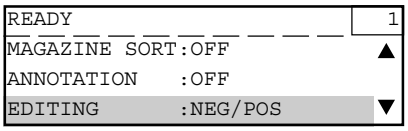
2 **Press the ▼ key to display "EDITING." Then press the SET key.**



3 **Press the ▼ key and select "NEG/POS." Then press the SET key.**



4 **"EDITING: NEG/POS" appears. Press the MAIN MENU key to return to the initial screen for copying.**



5 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

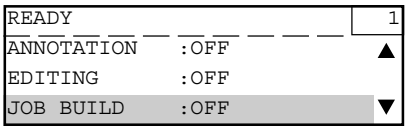
6 **Place the original on the glass or the feeder tray and press the START key.**

9. JOB BUILD

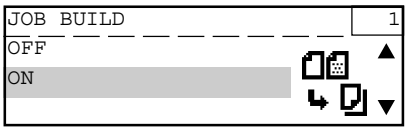
This function allows up to five sets of originals to be scanned and stored separately and then to be copied and output all at once.

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

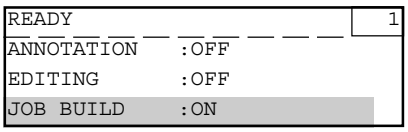
2 **Press the ▼ key to display the "JOB BUILD." Then press the SET key.**



3 **Press the ▼ key to display the "ON." Then press the SET key.**



4 **The "JOB BUILD: ON" screen appears. Press the MAIN MENU key to return to the initial screen for copying.**

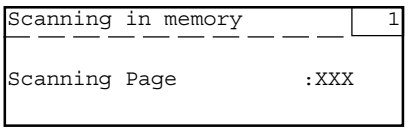


5 **Select the desired paper cassette, image density, reproduction ratio and copy quantity.**

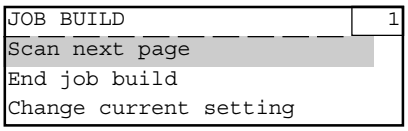
Note

To select the paper cassette, press the ZOOM key, select AMS and then select the desired paper cassette.

6 **Place the original on the glass or feed tray and press the START key.**



7 **After the original is scanned, the screen on the right appears.**



- When scanning the next original without changing any settings, place it on the glass or feed tray and select "Scan next page." Then press the SET key.
- In scanning the next original, if the scan density and Edge Erase settings are changed, select "Change current settings" to change the settings. Then press the SET key.
- When all originals have been scanned, select "End job build" to start copying automatically. Then press the SET key.

10. COPYING MIXED SIZE ORIGINALS

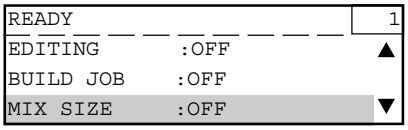
A set of originals with different paper sizes can be copied together in the same operation, as long as the originals all have the same width.

Note

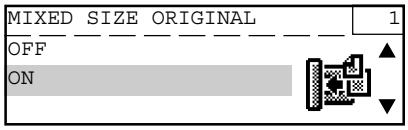
This copy function requires the optional reversing automatic document feeder (RADF) be installed.

1 **Press the ▼ key on the control panel while in the initial screen for copying.**

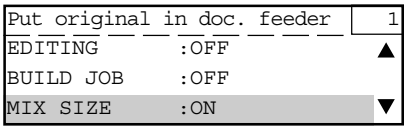
2 **Press the ▼ key to display the "MIX SIZE". Then press the SET key.**



3 **Press the ▼ key to display the "ON". Then press the SET key.**



4 **Select the Automatic paper Selection (APS) mode or Automatic Magnification Selection (AMS) mode. Then select the desired paper cassette, reproduction ratio, image density and copy quantity as required.**



Note

When the "MIX SIZE" is selected, the "APS" is automatically selected.

5 **Place the originals on the original feed tray.**

6 **Press the START key.**

11. JOB MEMORY

You can store and recall a combination of frequently used copy modes at any time.
In addition to reproduction ratios, image density, copy quantities, editing modes, duplex copying modes and image shift modes can be stored. Storage is available for up to four combinations.

Storing a New Combination of Copy Modes

1 Select desired copy modes.

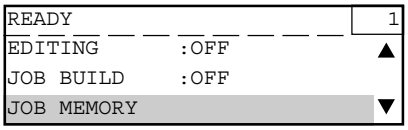
Examples:

Reproduction ratio 85%
Copy quantity 30
Image density ..... Automatic
Copy size A4

- Check that each mode is correctly set.

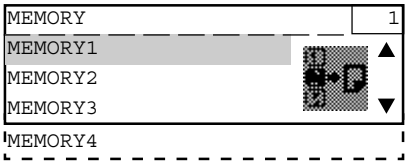
2 Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.

3 Press the ▼ key to display "JOB MEMORY." Then press the SET key.



4 Select "MEMORY" by pressing the ▼ key. Then press the SET key.

5 Select the job number to be saved from "MEMORY1" to "MEMORY4." Then press the SET key.



Tip

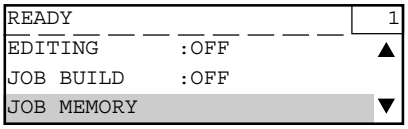
When a memory location (with a copy job programmed) is selected, the Job Memory icon is highlighted.
The stored copy mode is not erased when the copier is turned off. When a job number with a copy mode already stored is selected, the stored copy mode is deleted and replaced by a new copy mode.

6 Press the MAIN MENU key to return to the initial screen for copying.

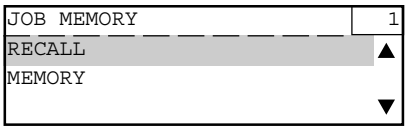
Recalling a Stored Combination of Copy Modes

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

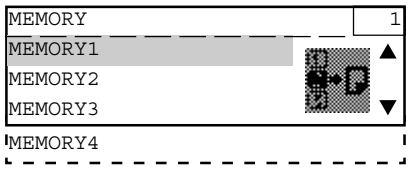
2 **Press the ▼ key to display "JOB MEMORY" in reverse. Then press the SET key.**



3 **Press the SET key while "RECALL" is selected.**



4 **Select the desired Job number from "MEMORY1" to "MEMORY4". Then press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**



Tip

When the selected memory location contains a pre-programmed job, the Job Memory icon is highlighted with a box.

5 **Place the original on the glass or the feed tray and press the START key. The original is copied in the combination of modes you have recalled.**

12. PAPER TYPE

You can select special paper for copying. This special paper is fed from the stack feed bypass.

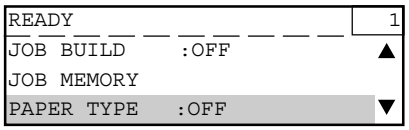
Note

Place only one sheet of this special paper on the bypass at one time.

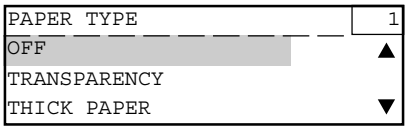
How to Select Special Sheets

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

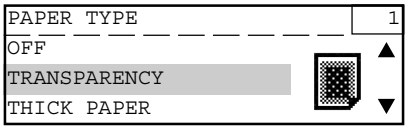
2 **Press the ▼ key to display the "PAPER TYPE. "**



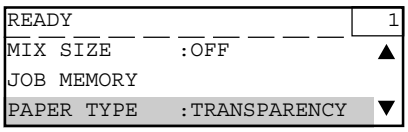
3 **Press the SET key.**



4 **Use the ▲ or ▼ key and select "THICK PAPER" or "TRANSPARENCY." The selected sheet is displayed. Press the SET key to accept the sheet.**



5 **The selected paper type appears. Press the MAIN MENU key to return to the initial screen for copying.**



6 **Refer to the procedures described in "Bypass Copying (► Page 3-4)" or "Bypass Copying by Specifying the Copy Size (► Page 3-6)." Then make a copy.**

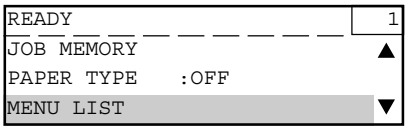
Selection of Thick paper or Transparency mentioned above applies only to the preceeding copying jobs.

13. MENU LIST

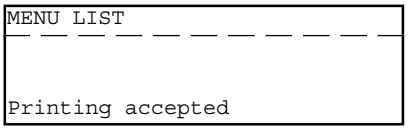
Print out the copier's menu list.

1 **Press the ▼ key on the control panel while in the initial screen for copying. The "EDIT MENU" screen appears.**

2 **Press the ▼ key to display "MENU LIST." Then press the SET key.**



- The menu list will be printed out.



MENU LIST (COPY)

PAGE : 001
TIME : 15-11-2000 10:11

DIRECT ACCESS KEYS
01. FINISHING
02. ZOOM
03. PAPER SUPPLY
04. LIGHT/DARK
EDIT MENU
01. DUPLEX
02. DUAL PAGE
03. IMAGE SHIFT
04. EDGE ERASE
05. 2IN1/4IN1
06. MAGAZINE SORT
07. ANNOTATION
08. EDITING
09. JOB BUILD
10. MIX SIZE
11. JOB MEMORY
12. PAPER TYPE
13. MENU LIST

5. PROGRAM MENU

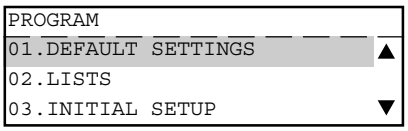
1. WALKUP SCREEN 5-2
2. TIMERS 5-3
   - Auto Clear 5-3
   - Auto Low Power 5-4
   - Automatic Sleep 5-5
3. WEEKLY TIMER 5-7
4. SPEAKER VOLUME 5-10
5. DEPARTMENT CODE 5-11
   - Department Code Setting 5-11
   - Clearing Department Code Counters 5-13
   - Deleting Department Code 5-14
   - Change Department Code Setting 5-15
   - Report Printing 5-17
   - Canceling/Resuming Department Management 5-18
6. COPY SETUP 5-19
7. DATE AND TIME 5-23
8. CHANGE DISPLAY PANEL LANGUAGE 5-26
9. FUNCTION LIST 5-27
10. TOTAL COUNTER 5-28

1. WALKUP SCREEN

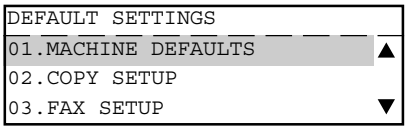
Specify the initial screen that appears when the copier is turned on. A frequently used function can be specified to display on the initial screen.
*The optional FAX kit and Printer kit need to be installed on the copier.

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



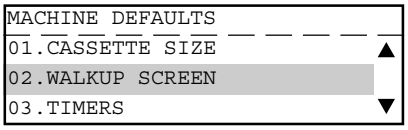
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



Tip

"03. FAX SETUP" can be selected only when the FAX option is installed.

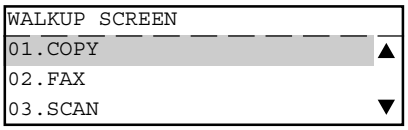
4 **Select "02.WALKUP SCREEN" and press the SET key.**



Tip

"02. WALKUP SCREEN" can be selected only when the FAX option is installed.

5 **Select the desired function to display on the initial screen and press the SET key.**



Tip

"03. SCAN" can be selected only when the printer option is installed.

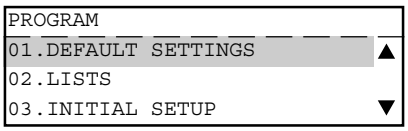
2. TIMERS

Auto Clear

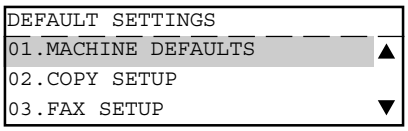
Auto Clear occurs if no machine operation is performed within a certain period of time (Default: 45 seconds). Specify a waiting time for Auto Clear.

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



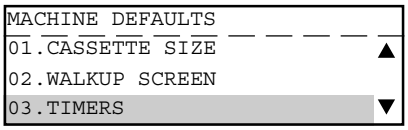
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



Tip

"03. FAX SETUP" can be selected only when the FAX option is installed.

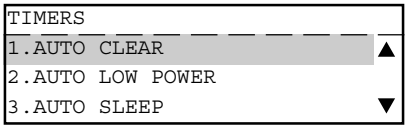
4 **Select "02.TIMERS" and press the SET key.**



Tip

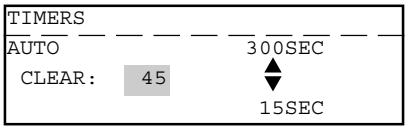
"02. WALKUP SCREEN" can be selected only when the FAX option is installed.

5 **Select "1.AUTO CLEAR" and press the SET key.**



6 **Press the ▲ or ▼ key to specify a waiting time for "1.AUTO CLEAR."**

- Select the waiting time from the following:
  15, 30, 45, 60, 75, 90, 105, 120, 135, 150, 180, 210, 240, 270, or 300 seconds.



7 **Press the SET key.**

8 **Press the MAIN MENU key when finished with the program menu.**

5

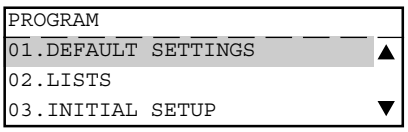
Auto Low Power

After the copier has been inactive for a set period of time (Default: 15 minutes), the copier shifts to the Automatic Low Power mode automatically. “Saving Energy” appears on the message display of the copier and the machine switches to a low power consumption mode.

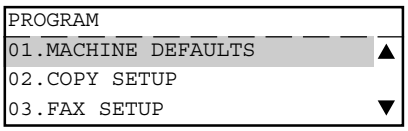
How to change the Automatic Low Power Time

1 **Press the PROGRAM key to enter the program menu.**

2 **Select “01. DEFAULT SETTINGS” and press the SET key.**



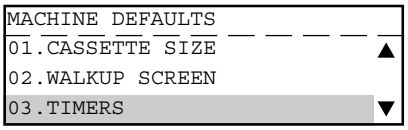
3 **Select “01. MACHINE DEFAULTS” and press the SET key.**



Tip

"03. FAX SETUP" can be selected only when the FAX option is installed.

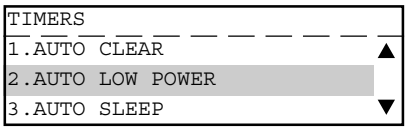
4 **Select “03. TIMERS” and press the SET key.**



Tip

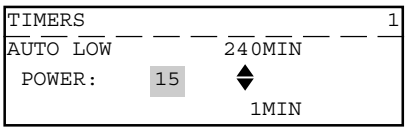
"02. WALKUP SCREEN" can be selected only when the FAX option is installed.

5 **Select “2. AUTO LOW POWER” and press the SET key.**



6 **Select the desired Automatic Low Power Time by using the ▲ or ▼ key. Then press the SET key.**

- Select the waiting time from the following:
  1, 2, 3, 4, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210 or 240 minutes.



7 **Press the MAIN MENU key when finished.**

Clearing the Automatic Low Power Mode

Press any key except for the SUPER ENERGY SAVER key and PROGRAM key.

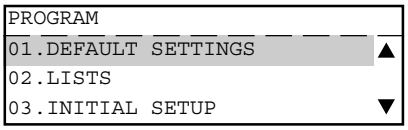
Automatic Sleep

If the copier remains idle (Default: 15 minutes with the e-STUDIO16 and 45 minutes with the e-STUDIO20/25) after entering Automatic Low Power mode as explained on the previous page, the copier shifts to the Super Energy Saver mode. The (SUPER ENERGY SAVER) LED turns on and the message display goes blank. This mode saves more power than the Auto Lower Power mode. If there are documents in the automatic document feeder, the original cover is open or the FAX option is installed; the machine enters the Sleep mode and "Sleep mode" appears on the message display.

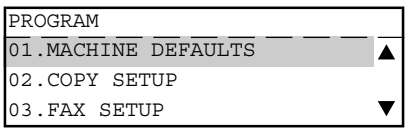
How to Change the Sleep Time

1 **Press the (PROGRAM) key to enter the program menu.**

2 **Select "01. DEFAULT SETTINGS" and press the (SET) key.**



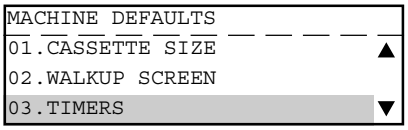
3 **Select "01. MACHINE DEFAULTS" and press the (SET) key.**



Tip

"03. FAX SETUP" can be selected only when the FAX option is installed.

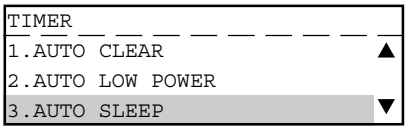
4 **Select "03. TIMERS" and press the (SET) key.**



Tip

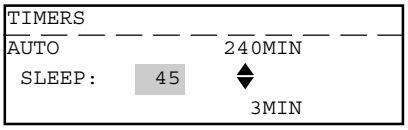
"02. WALKUP SCREEN" can be selected only when the FAX option is installed.

5 **Select "3. AUTO SLEEP" and press the (SET) key.**



6 **Select the desired Automatic Sleep Time by using the (▲) or (▼) key.**

- Select the waiting time from the following:
  3, 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 70, 80, 90, 100, 110, 120, 150, 180, 210 or 240 minutes.



7 **Press the SET key.**

8 **Press the MAIN MENU key when finished.**

Clearing the Super Energy Saver mode

Press the SUPER ENERGY SAVER key.

Clearing the Automatic Sleep mode

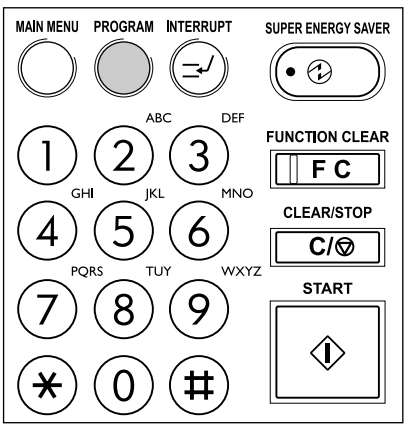
Press any key except for the SUPER ENERGY SAVER key and PROGRAM key.

3. WEEKLY TIMER

The weekly timer is a feature for turning the copier ON and OFF automatically at the times specified. If you set the weekly timer for a start time in the morning and an end time in the evening for Sunday through Saturday, the copier will automatically turn itself ON every morning and OFF every evening at the specified times to meet the schedule of your office.
* To allow the weekly timer to work properly, the power switch should be always left ON.

How to Set the Weekly Timer

1 **Press the PROGRAM key to enter the program menu.**



2 **Select "01.DEFAULT SETTINGS" and press the SET key.**

```
PROGRAM
01.DEFAULT SETTINGS
02.LISTS
03.INITIAL SETUP
```

3 **Select "01. MACHINE DEFAULTS" and press the SET key.**

Tip

"03. FAX SETUP" can be selected only when the FAX option is installed.

```
PROGRAM
01.MACHINE DEFAULTS
02.COPY SETUP
03.FAX SETUP
```

4 **Select the "04. WEEKLY TIMER" and press the SET key.**

Tip

"02. WALKUP SCREEN" can be selected only when the FAX option is installed.

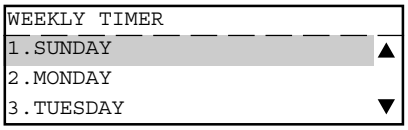
```
MACHINE DEFAULTS
02.WALKUP SCREEN
03.TIMERS
04.WEEKLY TIMER
```

5 **Select "2.ON" and press the SET key.**

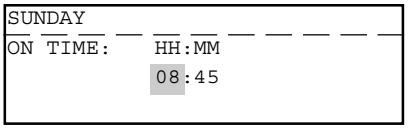
```
WEEKLY TIMER
1.OFF
2.ON
```

5

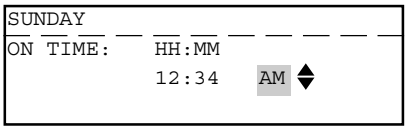
6 **Select the day to be specified for WEEKLY TIMER operation and press the SET key.**



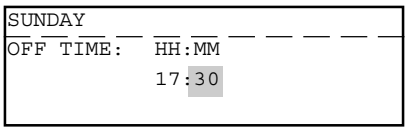
7 **Enter a turn on time for the copier and press the SET key.**



- When the TIME FORMAT is at 12 HOUR, be sure to select "AM/PM."

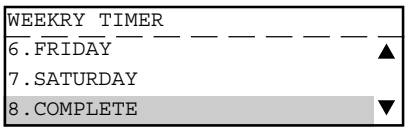


8 **Enter a turn off time for the copier and press the SET key.**



9 **Repeat steps 6 to 8 to make a WEEKLY TIMER setting for each day of the week.**

10 **Select "8.Done" and press the SET key.**



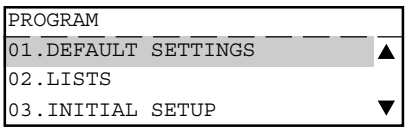
11 **Press the MAIN MENU key to return to the initial screen for copying.**

5

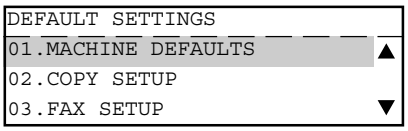
Canceling Weekly Timer

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



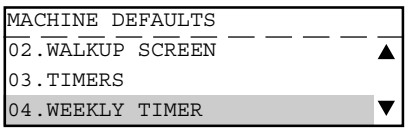
3 **Select "01. MACHINE DEFAULTS" and press the SET key.**



Tip

"03. FAX SETUP" can be selected only when the FAX option is installed.

4 **Select "04. WEEKLY TIMER" and press the SET key.**

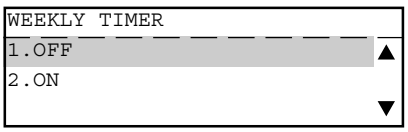


Tip

"02. WALKUP SCREEN" can be selected only when the FAX option is installed.

5 **Select "1.OFF," and press the SET key.**

- When the Weekly Timer is turned off, any existing times settings are still stored. When the weekly timer is resumed, the settings made for the Weekly Timer are available.



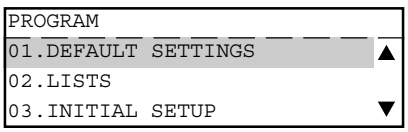
6 **Press the MAIN MENU key to return to the initial screen for copying.**

4. SPEAKER VOLUME

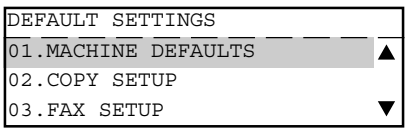
Adjust the volume of the alarm and key touch tones.

1 **Press the PROGRAM key to enter the program menu.**

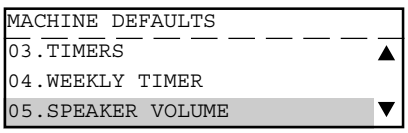
2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



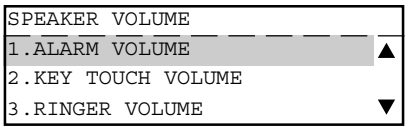
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



4 **Select "05.SPEAKER VOLUME" and press the SET key.**



5 **Select the desired volume control and press the SET key.**

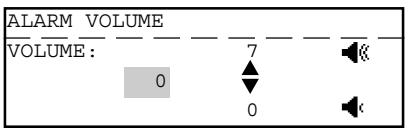


Tip

"3. RINGER VOLUME" and "4. MONITOR VOLUME" can be selected only when the optional FAX board is installed.

6 **Press the ▲ or ▼ key to adjust the volume of the beep tone.**

- Adjust the volume of the beep tone in eight levels: 0 to 7.



7 **Press the SET key.**

- The screen returns to SPEAKER VOLUME Selection.

8 **Repeat steps 5 to 7 to adjust the volume of other tones, as necessary.**

9 **Press the MAIN MENU key to return to the initial screen for copying.**

5. DEPARTMENT CODE

Department Code Setting

If the copier is set up so that department codes can be used, you can make copies only after entering the department code.
When making copies using department codes, the copy quantity is stored for each individual department code.
The department code is a 5-digit number, up to 99 codes can be set.
When the department code is registered for the first time, the master code needs to be registered. The master code is used to register, change, or delete the other department codes and clear the department code counters.

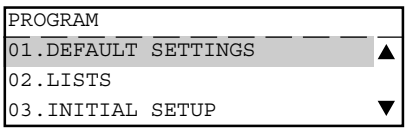
Department Code Setting

Tip

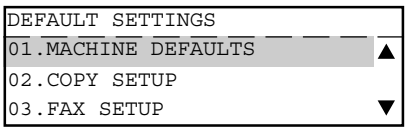
The menu that appears here varies depending on whether the optional FAX board is installed or not.

1 **Press the PROGRAM key to enter the program menu.**

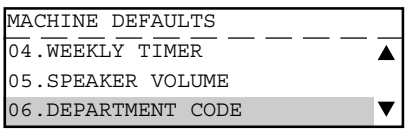
2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



3 **Select "01.MACHINE DEFAULTS" and press the SET key.**

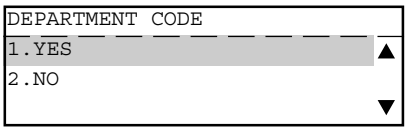


4 **Select "06.DEPARTMENT CODE" and press the SET key.**



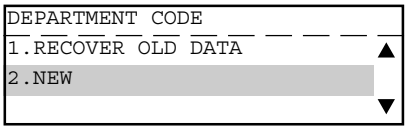
5 **Select "1.YES" or "2.NO" and press the SET key.**

- Select "1.YES" when registering the department code for the first time.
- To register the department code for the second time and thereafter, select "1.YES" to enable the department management, or "2.NO" to disable the department management function.



6 **Select "2.NEW" and press the SET key.**

- Select "1.RECOVER OLD DATA" if you are restoring the department code function after it had been disable and you wish to use the previous codes. (The original master code is required.)
- Select "2.NEW" if you wish to program a totally new department management system.



Master Code Entry

7 **Enter a department name for department management and press the SET key.**

- Up to 20 characters can be entered for the department name.
- The department name for the master code does not have to be entered.
- Department number 01 is assigned as the master code for management functions.

Important

The optional FAX board is required to enter characters. Thus entry of the department name is not allowed without the optional FAX board.

```
MASTER CODE
MASTER CODE NUMBER:          01
ENTER MASTER CODE NAME (MAX20):
```

8 **Enter the desired master code and press the SET key.**

- Enter a 5-digit number for the master code.
- The master code is a PIN number for management functions. The master code is required to register or delete all other department codes. So please remember the entered master code.

```
MASTER CODE
MASTER CODE NUMBER:          01
ENTER MASTER CODE:
                             12345
```

Department Code Entry

9 **Enter a department number and press the SET key.**

- Enter a value within a range of 2 to 99.

```
DEPARTMENT CODE
ENTER DEPARTMENT NUMBER(1-99):
                             06
```

10 **Enter a department name and press the SET key.**

- Up to 20 characters can be entered for the department name.

Important

The optional FAX board is required to enter characters. Thus entry of the department name is not allowed without the optional FAX board.

```
DEPARTMENT CODE
DEPARTMENT NUMBER:           06
ENTER DEPARTMENT NAME (MAX20):
SOFTWARE GROUP
```

11 **Enter a department code and press the SET key.**

- Enter a 5-digit number for the department code.
- The same department code cannot be registered for another department.

```
DEPARTMENT CODE
DEPARTMENT NUMBER:           06
ENTER DEPARTMENT CODE:
                             87432
```

12 **Repeat steps 9 to 11 to enter other departments, as necessary.**

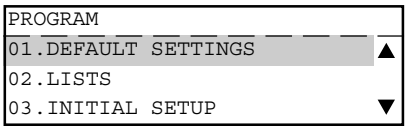
13 **Press the MAIN MENU key to return to the initial screen for copying.**

Clearing Department Code Counters

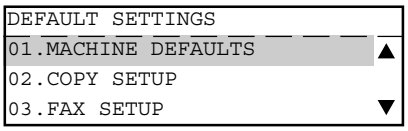
You can clear the counter of each department code.
This procedure can only be performed by a supervisor who possesses the master department password.
Enter this password before proceeding.

1 **Press the PROGRAM key to enter the program menu.**

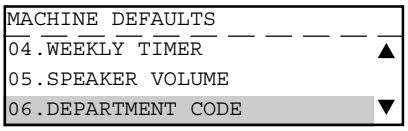
2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



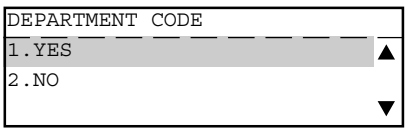
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



4 **Select "06.DEPARTMENT CODE" and press the SET key.**

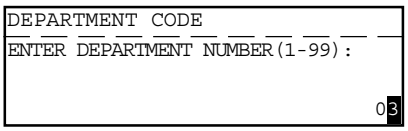


5 **Select "YES" and press the SET key.**



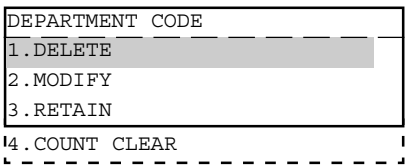
6 **Enter the department number to be counter cleared and press the SET key.**

- When 1 is entered, the counters of all department codes will be cleared.
- When other value (2 to 99) is entered, the counter of the entered department code will be cleared.

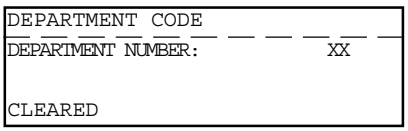


7 **Select "4.COUNT CLEAR" and press the SET key.**

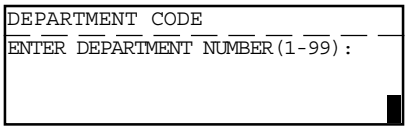
- The department number counter is cleared, and the screen returns to the department number entry screen.



8 **Counter clear for other departments, as necessary.**



9 **Press the MAIN MENU key to return to the initial screen for copying.**

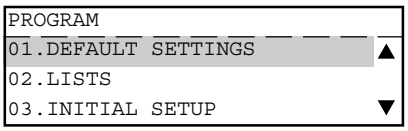


Deleting Department Code

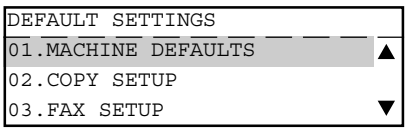
The department code delete is used to remove an individual department code.
This procedure can only be performed by a supervisor who possesses the master department password.
Enter this password before proceeding.

1 **Press the PROGRAM key to enter the program menu.**

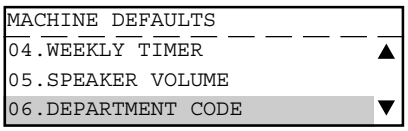
2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



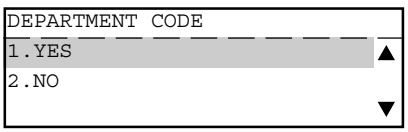
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



4 **Select "06.DEPARTMENT CODE" and press the SET key.**

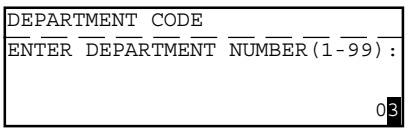


5 **Select "YES" and press the SET key.**



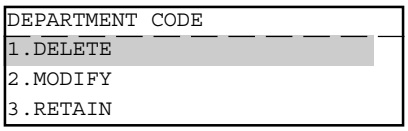
6 **Enter the department number to be deleted and press the SET key.**

- Enter a value within a range of 2 to 99.

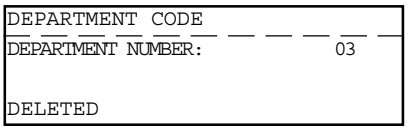


7 **Select "1.DELETE" and press the SET key.**

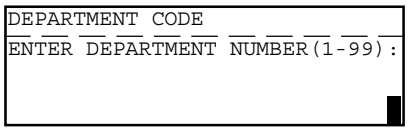
- The selected department number is deleted, and the screen returns to the department number entry screen.



8 **Change or delete a setting for other departments, as necessary.**



9 **Press the MAIN MENU key to return to the initial screen for copying.**

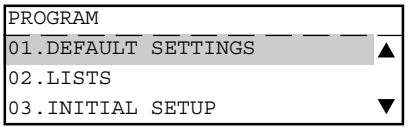


Change Department Code Setting

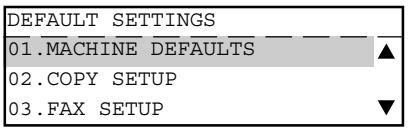
The department code change is used to alter the master or individual department codes.
This procedure can only be performed by a supervisor who possesses the master department password.
Enter this password before proceeding.

1 **Press the PROGRAM key to enter the program menu.**

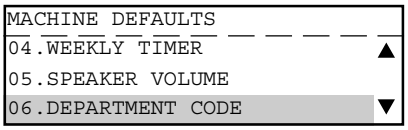
2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



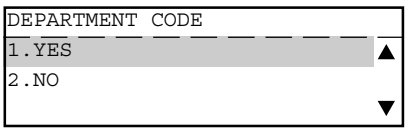
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



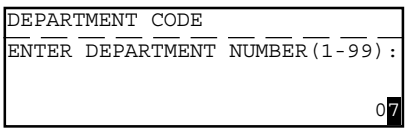
4 **Select "06.DEPARTMENT CODE" and press the SET key.**



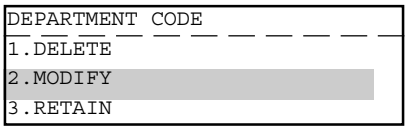
5 **Select "1.YES" and press the SET key.**



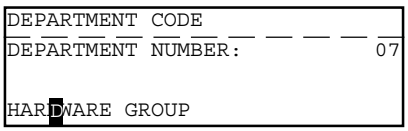
6 **Enter the department number to change a setting, and press the SET key.**



7 **Select "2.MODIFY" and press the SET key.**



8 **Enter the department name and press the SET key.**



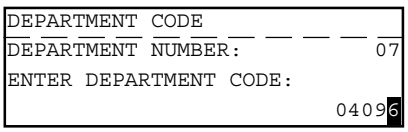
Tip

The optional FAX board is required to enter characters. Thus entry of the department name is not allowed without the optional FAX board.

9 **Enter a department code and press the SET key.**

- The same department code cannot be entered for other departments:

Already assigned



10 **Change or delete a setting for other departments as necessary.**

11 **Press the MAIN MENU key to return to the initial screen for copying.**

Print a copy count report for each department by inputting the code number for the desired department and then following this procedure.
A list of all department codes is printed out if the master code is used.

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "02.LISTS" and press the SET key.**

```
PROGRAM
01.DEFAULT SETTINGS
02.LISTS
03.INITIAL SETUP
```

3 **Select "1.DEPARTMENT CODE" and press the SET key.**

```
LISTS
1.DEPARTMENT CODE
2.FUNCTION
3.SUPPLY ORDER
```

- The DEPARTMENT CODE list is printed out as the following message appears:

  Printing accepted

- The copy count report is printed out for the department code used to initiate this print procedure or all department codes if the master code was used.

Tip

"3. SUPPLY ORDER" can be selected only when the optional FAX board kit is installed.

DEPARTMENT CODE LIST

PAGE : 001
TIME : 15-11-2000 09:51

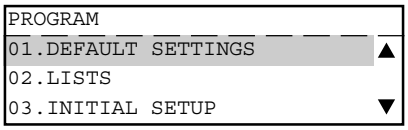
DEPT NBR	DEPT CODE	COPY PGS
D 01	12345	1329
D 02	23456	1311
D 03	34567	532
D 04	45678	413
D 05	56789	9316
D 06	67890	2581

Canceling/Resuming Department Management

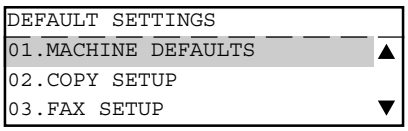
Enable or disable the department management function.

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



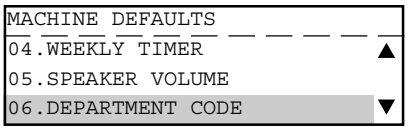
3 **Select "01.MACHINE DEFAULTS" and press the SET key.**



Tip

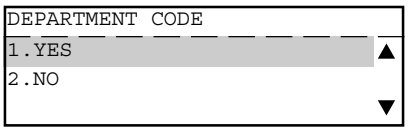
"03. FAX SETUP" can be selected only when the FAX option is installed.

4 **Select "06.DEPARTMENT CODE" and press the SET key.**



5 **Select "1.YES" or "2.NO" and press the SET key.**

- Select "1.YES" to enable or "2.NO" to disable the department management function.



6 **Press the MAIN MENU key to return to the initial screen for copying.**

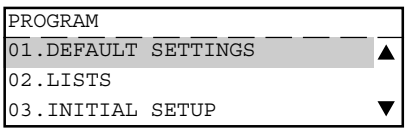
Specify the defaults for the copy functions. The defaults specified here are selected when the copier is turned on or when Function Clear is performed.

APS/AMS

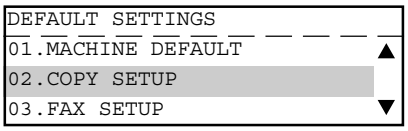
Select Automatic Paper Selection (APS) (► Page 3-2) or Automatic Magnification Selection (AMS) (►page 3-7) as the default.

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



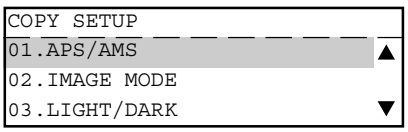
3 **Select "02.COPY SETUP" and press the SET key.**



Tip

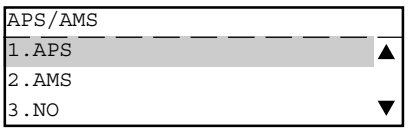
"03. FAX SETUP" can be selected only when the optional FAX board kit is installed.

4 **Select "01.APS/AMS" and press the SET key.**



5 **Select "1.APS" or "2.AMS" as the default.**

- Select "3.NO" if neither Automatic Paper Selection (APS) nor Automatic Magnification Selection (AMS) is required for the initial value.



6 **Press the SET key.**

- The screen returns to the COPY SETUP screen.

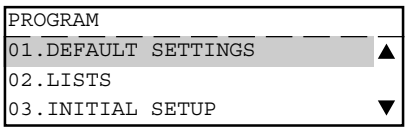
7 **Press the MAIN MENU key to return to the initial screen for copying.**

5

IMAGE MODE

1 **Press the PROGRAM key to enter the program menu.**

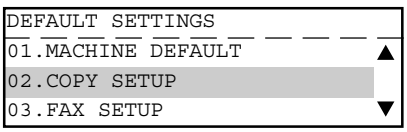
2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



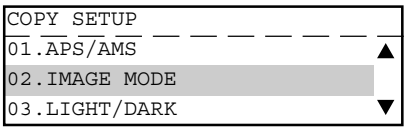
3 **Select "02.COPY SETUP" and press the SET key.**

Tip

"03. FAX SETUP" can be selected only when the optional FAX board kit is installed.

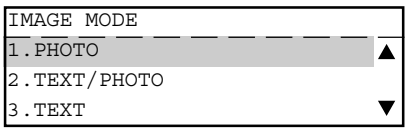


4 **Select "02.IMAGE MODE" and press the SET key.**



5 **Select the value to be specified as the default and press the SET key.**

- The screen returns to the COPY SETUP screen.

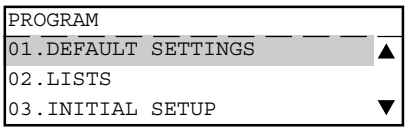


6 **Press the MAIN MENU key to return to the initial screen for copying.**

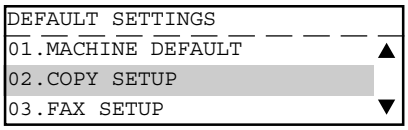
LIGHT/DARK

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



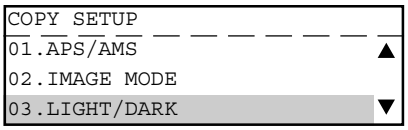
3 **Select "02.COPY SETUP" and press the SET key.**



Tip

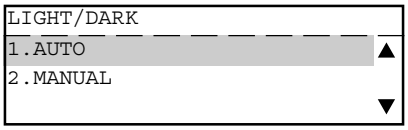
"3. FAX SETUP" can be selected only when the FAX option is installed.

4 **Select "03.LIGHT/DARK" and press the SET key.**

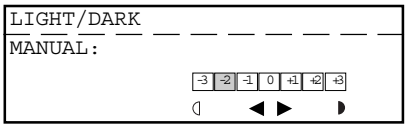


5 **Select "1.AUTO" or "2.MANUAL" and press the SET key.**

- When "1.AUTO" is selected, the image density default is set to "AUTO." Then the screen returns to the COPY SETUP screen.
- When "2.MANUAL" is selected, proceed to step 6.



6 **Press the ◀ or the ▶ key to enter the manual mode.**



- To produce lighter copies, press the ◀ key. Each time you press the ◀ key, the density-indicating mark moves one step to the left and your copies are produced proportionally lighter.
- To produce darker copies, press the ▶ key. Each time you press the ▶ key, the density-indicating mark moves one step to the right and your copies are produced proportionally darker.

7 **Press the SET key.**

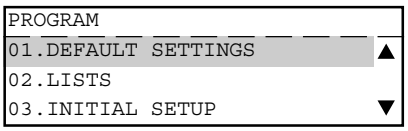
- The selected image density is set as the default. Then the screen returns to the COPY SETUP screen.

8 **Press the MAIN MENU key to return to the initial screen for copying.**

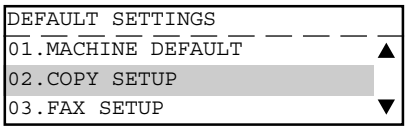
FINISHING

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "01.DEFAULT SETTINGS" and press the SET key.**



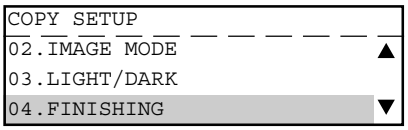
3 **Select "02.COPY SETUP" and press the SET key.**



Tip

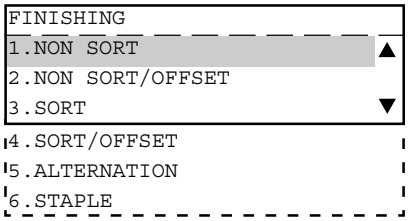
"03. FAX SETUP" can be selected only when the FAX option is installed.

4 **Select "04.FINISHING" and press the SET key.**



5 **Select a paper ejection method and press the SET key.**

- The selected paper ejection method is set as the default. Then the screen returns to the COPY SETUP screen.



Tip

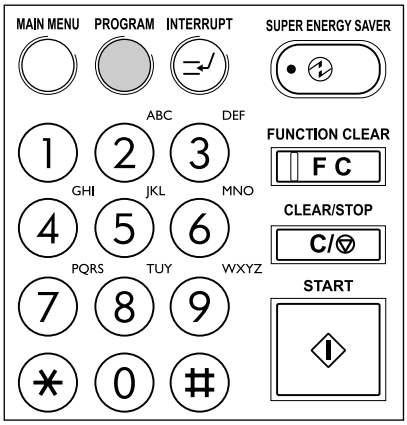
- "2.NON SORT/OFFSET" and "4.SORT/OFFSET" can be selected only when the Offset Tray or Finisher is installed.
- "5.ALTERNATION" can be selected only when the Paper Feed Unit or Stack Feed Bypass is installed.
- "5.ALTERNATION" cannot be selected when the Finisher is installed.
- "6.STAPLE" is selectable only when the Finisher (optional) is attached to the e-STUDIO20/25.

6 **Press the MAIN MENU key to return to the initial screen for copying.**

7. DATE AND TIME

Dates and times can be easily set in the PROGRAM menu by entering the appropriate numbers with the numeric keys.

1 **Press the PROGRAM key to enter the program menu.**



2 **Select "03. INITIAL SETUP." Then press the SET key.**

```
PROGRAM
01.DEFAULT SETTINGS
02.LISTS
03.INITIAL SETUP
```

3 **Select "01. DATE & TIME." Then press the SET key.**

```
INITIAL SETUP
01.DATE & TIME
02.LANGUAGE
03.TERMINAL ID
```

Tip

"03.TERMINAL ID" can be selected only when the optional FAX board kit is installed.

Selection of the Time Format

1 **Select "02. TIME FORMAT". Then press the SET key.**

```
DATE & TIME
01.SETTING
02.TIME FORMAT
03.DATE FORMAT
04.MONTH MODE
```

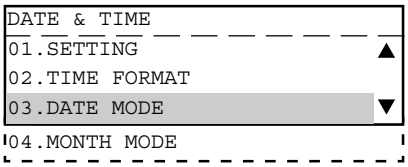
2 **Set the system for 12 hours or 24 hours operation. Then press the SET key.**

```
TIME FORMAT
1.24 HOUR
2.12 HOUR
```

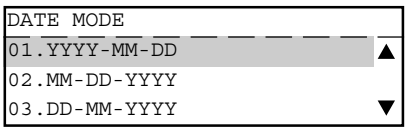
5

Selection of the Date Mode

1 **Select "03. DATE MODE." Then press the SET key.**

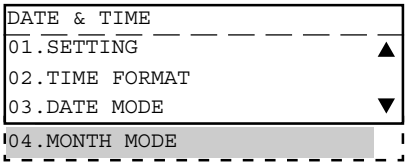


2 **Select the desired date format by using the ▲ or ▼ key. Then press the SET key.**

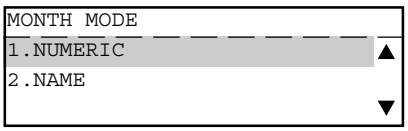


Selection of the Month Mode

1 **Select "04. MONTH MODE." Then press the SET key.**



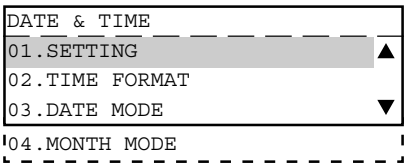
2 **Select "1.Numeric (01, 02...)" or "2.Name (Jan, Feb...)." Then press the SET key.**



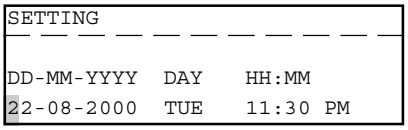
How to Set Date & Time

When the "DD-MM-YYYY" system for 12 hours is selected.

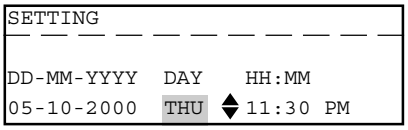
1 **Select "01.SETTING." Then press the SET key.**



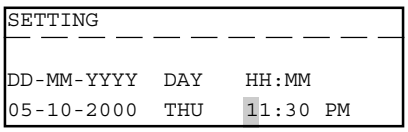
2 **Enter the day (01 to 31), month (01 to 12), and year (2000, etc.) by using the numeric keys.**



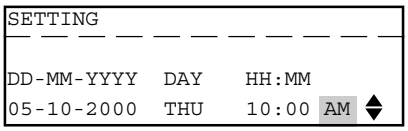
3 **Select the day by using the ▲ or ▼ key.**



4 **Enter the hour (00 to 12 if 12HR format has been select) and minute (00 to 59) by using the numeric keys. Then press the SET key.**



5 **Select "AM" or "PM" by using the ▲ or ▼ key. Then press the SET key.**



6 **Check that all the settings are correct.**

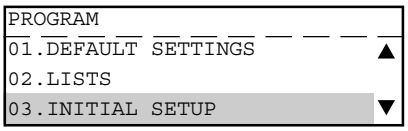
- If you find an error, highlight the area to be corrected using the ◄ key. Then specify the correct value or make a choice among several alternatives by using the numeric keys or the ▲ or ▼ key.

7 **Press the SET key to accept. Press the MAIN MENU key to return to the initial screen for copying.**

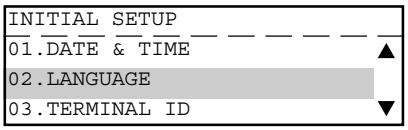
8. CHANGE DISPLAY PANEL LANGUAGE

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "03.INITIAL SETUP" and press the SET key.**



3 **Select "02.LANGUAGE" and press the SET key.**

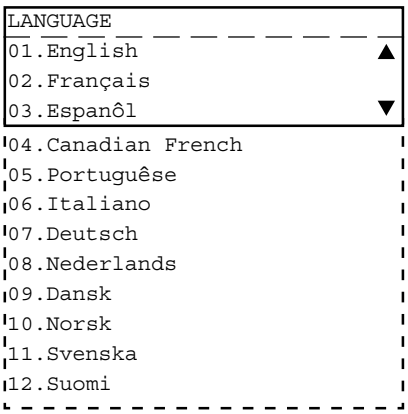


Tip

"03.TERMINAL ID" can be selected only when the optional FAX board kit is installed.

4 **Select the desired display language and press the SET key.**

The menu appears in the selected language on the message display panel.



Note

If a language not supported with the copier is selected, English is displayed.

5 **Press the MAIN MENU key to return to the initial screen for copying.**

5

9. FUNCTION LIST

This function issues a list to confirm the functions currently set in the copier.

1 **Press the PROGRAM key to enter the program menu.**

2 **Select "02.LISTS" by using the ▲ or ▼ key and press the SET key.**

```
PROGRAM
01.DEFAULT SETTINGS
02.LISTS
03.INITIAL SETUP
```

3 **Select "2.FUNCTION" by using the ▲ or ▼ key and press the SET key.**

- The FUNCTION LIST is printed out as the following message appears:

```
LISTS
1.DEPARTMENT CODE
2.FUNCTION
3.SUPPLY ORDER
```

Printing accepted

Tip

"3.SUPPLY ORDER" can be selected only when the optional FAX board kit is installed.

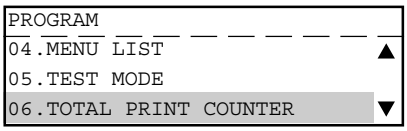
```
FUNCTION LIST

                                        PAGE       : 001
                                        TIME       : 15-11-2000   09:52

AVAILABLE MEMORY          : 96MB                    TOTAL PAGE
                                                      SCAN              : 1234
MACHINE DEFAULT                                       PRINT             : 4567
    CASSETTE SIZE
        CASSETTE 1        : A4
        CASSETTE 2        : A4-R
        CASSETTE 3        : FOLIO
        CASSETTE 4        : A3
        BYPASS            :
    TIMERS
        AUTO CLEAR        : 45SEC
        AUTO LOW POWER    : 15MIN
        AUTO SLEEP        : 45MIN
    WEEKLY TIMER          : OFF
    SPEAKER VOLUME
        ALARM VOLUME      : 0
        KEYTOUCH VOLUME   : 4

COPY SETUP
    APS/AMS               : APS
    IMAGE MODE            : TEXT/PHOTO
    LIGHT/DARK            : AUTO
    FINISHING             : NON SORT
```

10. TOTAL COUNTER

This function displays the total number of copies.
The total counter is a cumulative counter. You cannot clear this counter.

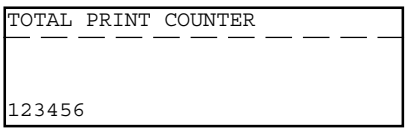
1 **Press the PROGRAM key to enter the program menu.**

2 **Select "06.TOTAL PRINT COUNTER" by using the ▲ or ▼ key.**



3 **Press the SET key. Press the MAIN MENU key to return to the initial screen for copying.**

- The total number of copies of the copier is displayed.



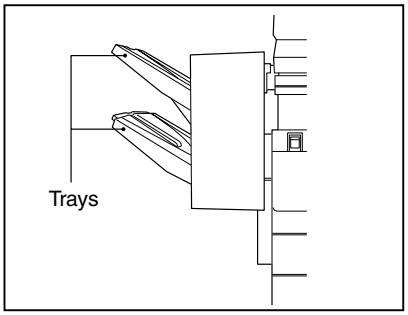
5

6. FINISHING MODE SELECTION

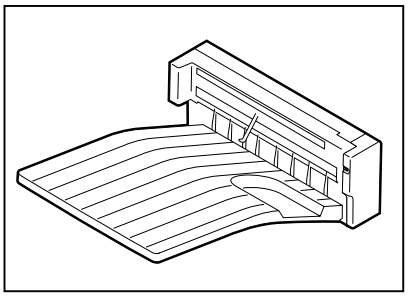
1. FINISHING MODE SELECTION 6-2
2. NON-SORT COPYING 6-3
3. SORT COPYING 6-4
4. OFFSET COPYING 6-6
5. ALTERNATION 6-7
6. STAPLING 6-10
   When the optional finisher is installed (option for e-STUDIO20/25) 6-10
   When the optional Stapler kit is installed 6-13

1. FINISHING MODE SELECTION

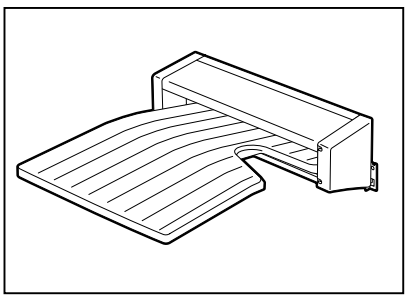
Finisher (option for e-STUDIO20/25 only)
When the Finisher is attached, the OFFSET, SORT/OFFSET, and STAPLE functions become available.



Offset Tray (option)
When the Offset Tray is configured, the copied set are collated or stacked in groups with each set offset.

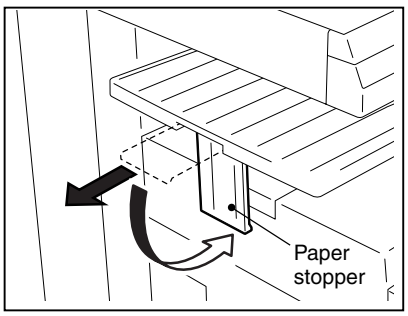


Job Separator (option)
The job separator function allows a copied job and an optional fax job to be output onto separate paper trays.

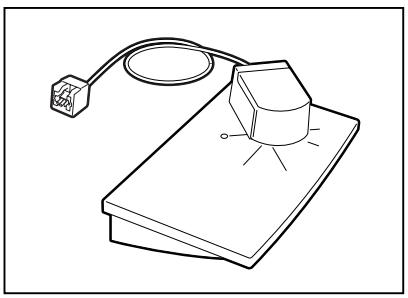


Note

When longer paper, such as Ledger size, is designated to output onto the lower tray, please use the paper stopper attached to the Job Separator. (Do not use the paper stopper attached to the lower tray.)

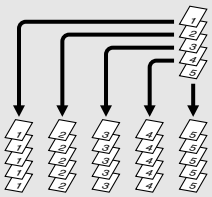


Stapler (option)
Sets of copies can be manually stapled when the stapler with work surface is attached.



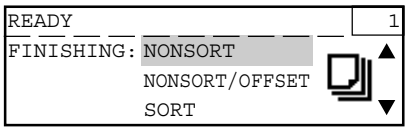
2. NON-SORT COPYING

As sets of copies are output, the sets are stacked in groups. This is the default paper ejection method.



1 **Press the FINISHING key. The "FINISHING" screen appears.**

2 **Confirm that "NONSORT" is displayed. Then press the SET key.**



Tip

"NON SORT/OFFSET" and "SORT/OFFSET" can be selected only when the Offset Tray or Finisher is installed.

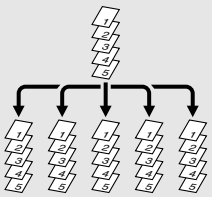
3 **Place the originals in the feeder or on the glass.**

4 **Select the desired paper cassette, reproduction ratio and image density.**

5 **Press the START key.**

3. SORT COPYING

As sets of copies are output, the sets are sorted.
Example: Making 5 sets of copies from 5-paper originals
*Bypass copying is not possible in the sort mode.



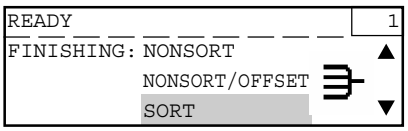
When Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

1 Place the originals in the feeder.

- Confirm that "SORT" is shown for "FINISHING."

2 If "FINISHING:SORT" is not displayed, press the FINISHING key and select the sort mode.

- Select "SORT" from the FINISHING menu by pressing the ▼ key. Then press the SET key.



Tip

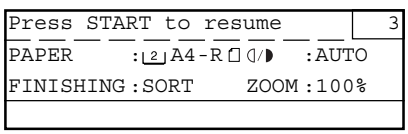
"NON SORT/OFFSET" and "SORT/OFFSET" can be selected only when the Offset Tray or Finisher is installed.

3 Key in the desired copy quantity (sets) using the numeric keys.

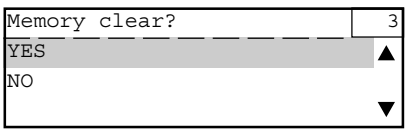
4 Select the desired paper cassette, image density and reproduction ratio.

5 Press the START key.

- The copier starts scanning the original.
- Press the C/⊘ (CLEAR/STOP) key to stop scanning the original temporarily. Press the START key to resume scanning.



- If the C/⊘ (CLEAR/STOP) key is pressed again when scanning has stopped, the scanned data is deleted and the sort copying is terminated. Select "YES" or "NO," and press the SET key.



- When all originals are scanned, the copier automatically starts copying. Copies are outputted in sets.

When Placing the Original on the Glass

1 If "FINISHING:SORT" is not displayed, press the FINISHING key and select the sort mode.

- Select "SORT" from the FINISHING menu by pressing the ▼ key. Then press the SET key.

2 Key in the desired copy quantity (sets) using the numeric keys.

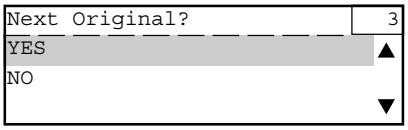
3 Select the desired paper cassette, image density and reproduction ratio.

4 Place the original and press the START key.

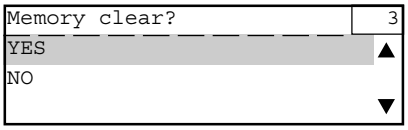
- When the first original has finished being scanned, the "Next Original?" screen appears.

5 Select "YES," set the next original and press the START key.

- The copier starts scanning the original.

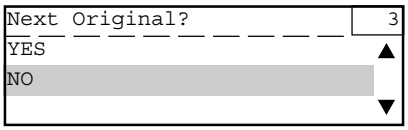


- While the "Next Original?" screen is being shown, if the CLEAR/STOP C/◇ key is pressed, the scanned data is deleted and the sort copying is terminated. Select "YES" or "NO" and press the SET key.



6 For the next and subsequent originals, repeat step 5.

7 When scanning of the last original has finished, select "NO."

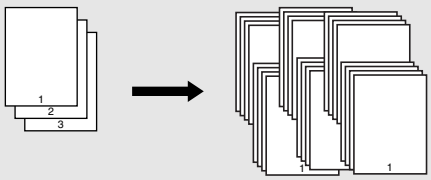


8 Press the SET key or the START key.

- The copier starts copying and collates the copies into sets.

4. OFFSET COPYING

When the Offset Tray or Finisher is attached, the sets of copies that are collated or stacked in groups are output in one pile but each set is offset, as illustrated.
Example: Making 6 sets of copies from 3-page originals. (Bypass copying is not possible in the offset mode.)



1 **Place the originals in the feeder or on the glass. Select the desired number of copies, image density and reproduction ratio.**

2 **Press the FINISHING key. The "FINISHING" screen appears.**

3 **Select the OFFSET mode.**

- Select "NONSORT/OFFSET" or "SORT/OFFSET" from the FINISHING menu by pressing the key. Then press the SET key.
- When the offset tray is full, the following message appears:

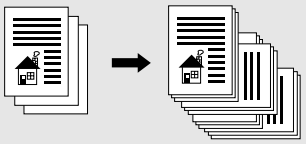
Remove paper from offset.

Remove the copies from the tray and press the START key to continue.

- Refer to the procedures described in "NON-SORT COPYING" when "NONSORT/OFFSET" is selected. ► Page 6-3
- Refer to the procedures described in "SORT COPYING" when "SORT/OFFSET" is selected. ► Page 6-4

5. ALTERNATION

In this copying mode, as sets of copies are output, the sets are alternated - lengthwise and crosswise - on top of each other. (Optional cassette or Stack Feed Bypass is required.) A4/A4-R paper only is available in this mode. When the Finisher is attached, this mode cannot be selected.



When Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

1 **Place the originals in the feeder.**

2 **Press the FINISHING key. The "FINISHING" screen appears.**

3 **Select the "ALTERNATION" mode.**

- Select "ALTERNATION" from the FINISHING menu by pressing the ▼ key. Then press the SET key.

4 **Key in the desired copy quantity using the numeric keys.**

5 **Select the desired image density and reproduction ratio.**

6 **Press the START key.**

- The copier starts copying. In this copying mode, as sets of copies are output, the sets are alternated - lengthwise and crosswise - on top of each other.

When Placing the Original on the Glass

1 **Press the FINISHING key. The "FINISHING" screen appears.**

2 **Select the "ALTERNATION" mode.**

- Select "ALTERNATION" from the FINISHING menu by pressing the ▼ key. Then press the SET key.

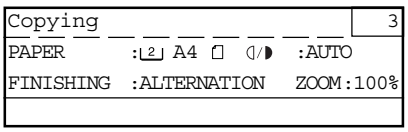
3 **Key in the desired copy quantity using the numeric keys.**

4 **Select the desired image density and reproduction ratio.**

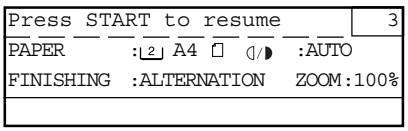
5 **Place the original and press the START key.**

- When scanning of the first original has finished, the "NEXT ORIGINAL?" screen appears.

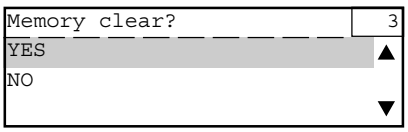
6 **Select "YES," set the next original and press the START key.**



- The copier starts scanning the original.
- Press the CLEAR/STOP C/◇ key to stop scanning the original temporarily. Press the START key to resume scanning.



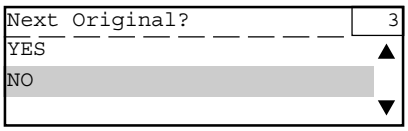
- If the CLEAR/STOP C/◇ key is pressed again when scanning has stopped, the scanned data is deleted, and the alternation is terminated. Select "YES" or "NO" and press the SET key.



- When all originals are scanned, the copier automatically starts copying and collates the copies into sets.

7 **For the next and subsequent originals, repeat step 6.**

8 **When the last original has been finished being scanned, select "NO."**



9 Press the SET key or the START key.

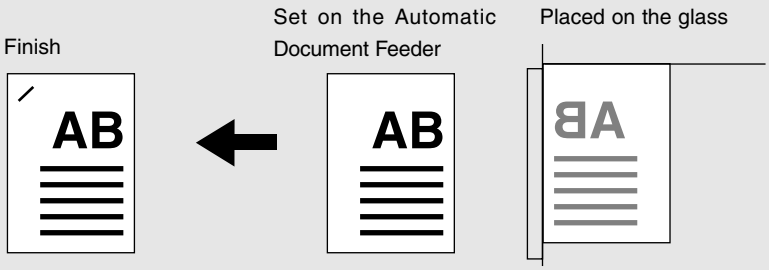
- The copier starts copying. In this copying mode, as sets of copies are output, the sets are alternated - lengthwise and crosswise - on top of each other.

6. STAPLING

When the optional finisher is installed (option for e-STUDIO20/25)

When the optional finisher is installed, you can use the function that automatically staples Maximum capacity for stapling.

A4, A4-R, B5 (LT, LT-R)	30 sheets
B4	20 sheets
A3, FOLIO	15 sheets



When Using the Automatic Document Feeder (optional) or the Reversing Automatic Document Feeder (optional)

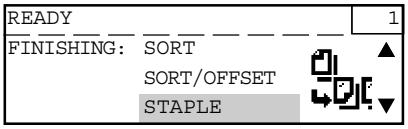
6

1 **Place the originals in the feeder.**

2 **Press the FINISHING key. The "FINISHING" screen appears.**

3 **Select the "STAPLE" mode.**

- Select "STAPLE" from the FINISHING menu by pressing the key. Then press the SET key.



4 **Key in the desired copy quantity using the numeric keys.**

5 **Select the desired image density and reproduction ratio.**

6 **Press the START key.**

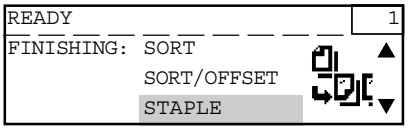
- The copier starts copying. In this copying mode, Stapled each set of copies are ejected.

When Placing the Original on the Glass

1 **Press the FINISHING key. The "FINISHING" screen appears.**

2 **Select the "STAPLE" mode.**

- Select "STAPLE" from the FINISHING menu by pressing the ▼ key. Then press the SET key.



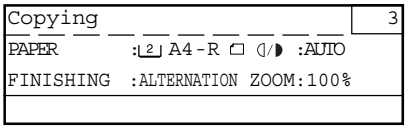
3 **Key in the desired copy quantity using the numeric keys.**

4 **Select the desired image density and reproduction ratio.**

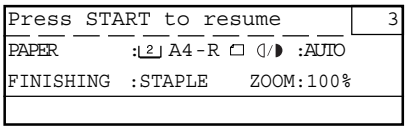
5 **Place the original and press the START key.**

- When scanning of the first original has finished, the "NEXT ORIGINAL?" screen appears.

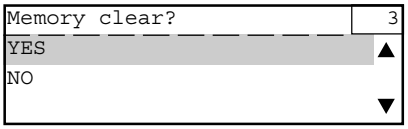
6 **Select "YES," set the next original and press the START key.**



- The copier starts scanning the original.
- Press the CLEAR/STOP C/◇ key to stop scanning the original temporarily. Press the START key to resume scanning.



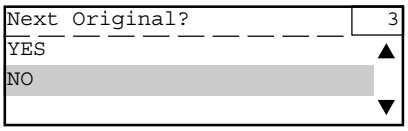
- If the CLEAR/STOP C/◇ key is pressed again when scanning has stopped, the scanned data is deleted, and the stapling is terminated. Select "YES" or "NO" and press the SET key.



- When all originals are scanned, the copier automatically starts copying and collates the copies into sets.

7 **For the next and subsequent originals, repeat step 6.**

8 **When the last original has been finished being scanned, select "NO."**



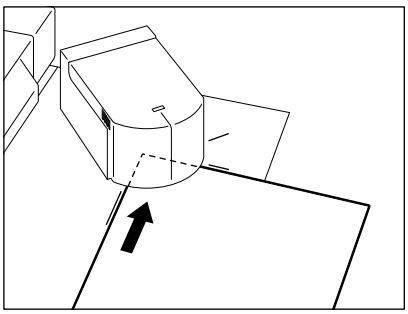
9 **Press the SET key or the START key.**

- The copier starts copying. In this copying mode, Stapled each set of copies are ejected.

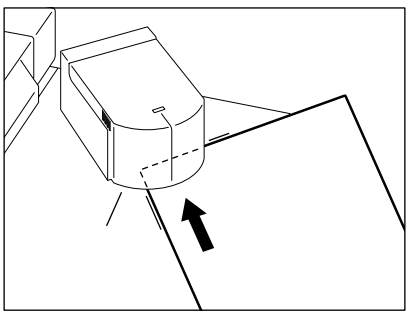
When the optional Stapler kit is installed

When sets of copies are inserted aligned to the guide, they will be stapled automatically. The stapling direction varies depending on the orientation of the sets. This function is only available when the optional Stapler kit (KK-1600) is installed.

- To staple sets of copies diagonally, align them to the guide in the front.



- To position the staple in parallel with the copy's top edge, align them to the guide in the diagonal direction.



7. WHEN THE GRAPHIC SYMBOL FLASHES

1. DESCRIPTION OF THE GRAPHIC SYMBOLS 7-2
2. LOADING PAPER 7-3
   Adding Paper to the Cassettes 7-3
   Adding Paper to the Large-Capacity Feeder (option for e-STUDIO20/25) 7-4
3. REPLACING TONER CARTRIDGE 7-5
4. REPLACING PROCESS UNIT 7-8
   Replacing Process Unit 7-8
   Replacing Ozone Filter 7-11
5. CLEARING PAPER JAM 7-12
6. ADDING STAPLES 7-24
7. REMOVING JAMMED STAPLES 7-28
8. CALLING FOR SERVICE 7-31
9. PERIODIC MAINTENANCE 7-32

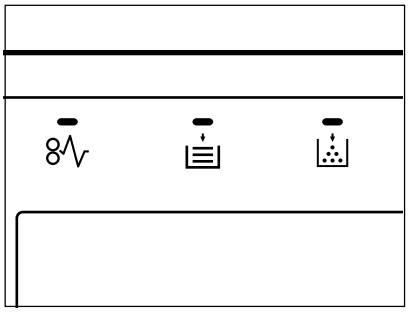
1. DESCRIPTION OF THE GRAPHIC SYMBOLS

The message display panel shows the status of the copier. When one of the graphic symbols flashes, go to the pages referenced and take the recommended action.

► Page 7-12 to 23

► Page 7-3

► Page 7-5

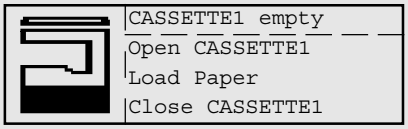


7

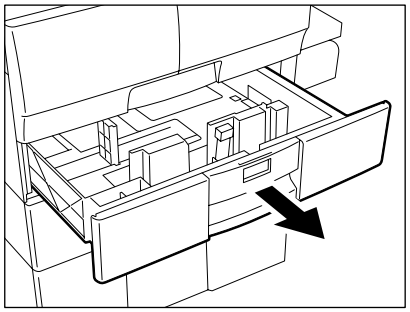
2. LOADING PAPER

Adding Paper to the Cassettes

When the paper supply in the selected paper cassette runs out, the Recording Paper Lamp flashes and the following message appears:

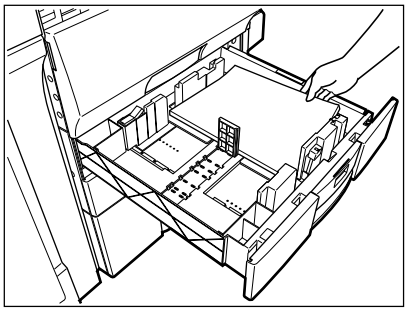


1 **Pull the cassette grip up and pull, out the cassette carefully until it comes to a stop.**



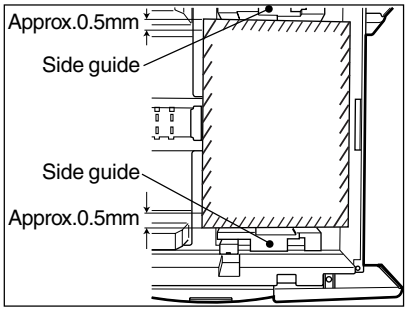
2 **Open a paper package, take out the whole ream of paper and place it in the cassette.**

- Up to 550 sheets of paper (recommended by Toshiba) can be set in each cassette.
- Do not add paper above the line indicated on the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.



Note

Make sure that a gap of approx. 0.5 mm (less than 1 mm in total) is left between the paper and the side guide. No gap causes paper misfeeding.

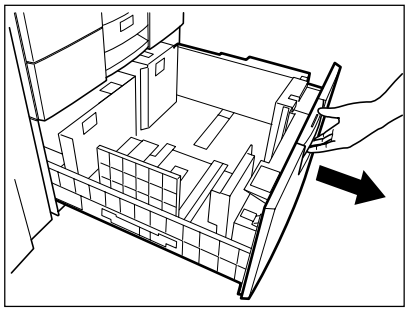


3 **Push the cassette straight in until it comes to a stop.**

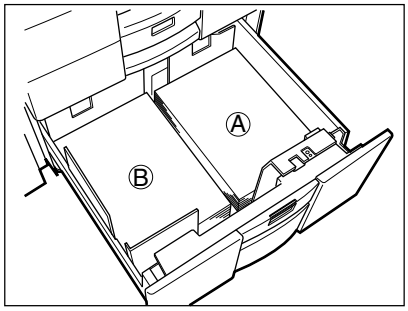
- Be sure to push the cassette in carefully and fully.

Adding Paper to the Large-Capacity Feeder (option for e-STUDIO20/25)

1 **Pulling up the grip, draw out the large-capacity feeder carefully until it comes to a stop.**



2 **Open some paper packages, take out entire reams of paper and set them aligned in tray Ⓐ and tray Ⓑ.**



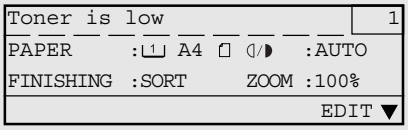
- When setting the paper, set the paper for Ⓐ to the right aside, and set it for Ⓑ to the left aside. (The paper can be set neatly if you pile up the paper little by little alternately in the tray Ⓐ and Ⓑ.) Be sure that the centre lever is not open (Refer to the labels attached in the large-capacity feeder).
- Do not add paper above the line indicated on the guide.
- Up to 2500 sheets of paper (recommended by Toshiba) can be set.
- Paper starts being fed from the elevator tray Ⓐ at first, and when it runs out of paper, the paper on tray Ⓑ moves to the position Ⓐ.
- Do not use creased, folded, wrinkled or damp sheets of paper.

3 **Close the cover of the large-capacity feeder.**

- Close the cover completely. The elevator tray automatically moves up to the paper feeding position.

3. REPLACING TONER CARTRIDGE

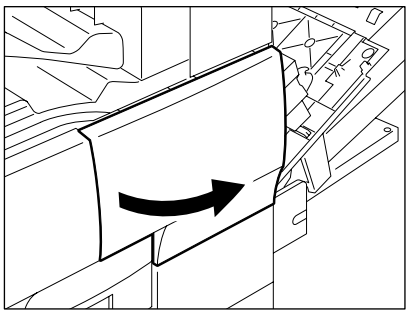
When the toner in the toner cartridge becomes low, the Toner Lamp lights up and the following message appears:



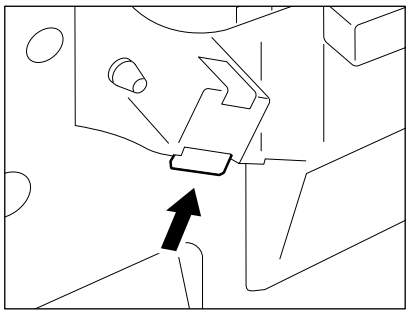
Tip

While "Toner is low" is displayed, the copier is still able to make copies (maximum: 100 copies). When "Toner is low" is displayed, the error lamp lights. After copying 100 sheets (maximum), the message changes to "Toner empty" and the copier stops. At this time, the error lamp starts blinking.

1 **Open the front cover of the copier.**

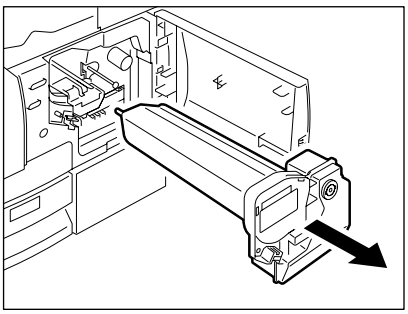


2 **Release the hook to unlock the Toner Cartridge.**



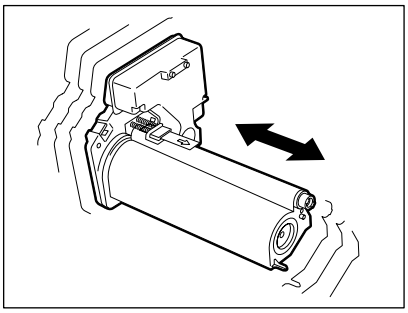
3 **Pull the Toner Cartridge out of the copier as shown in the illustration.**

- Please return the empty toner cartridge to your service technician.

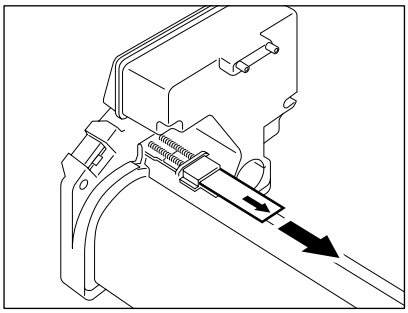


7

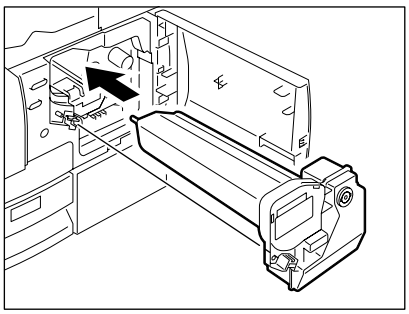
4 **It is possible that the toner may have become caked in the replacement Toner Cartridge. In order to insure the toner flows smoothly, shake the new Toner Cartridge back and forth several times.**



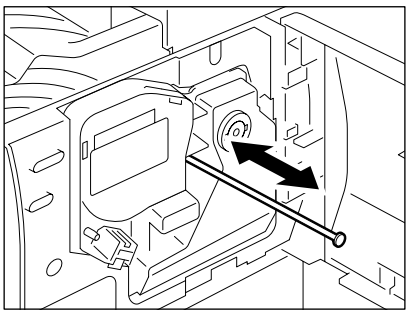
5 **Pull the tab or remove the sealing tape from the new cartridge.**



6 **Install the new Toner Cartridge sliding it into the copier.**



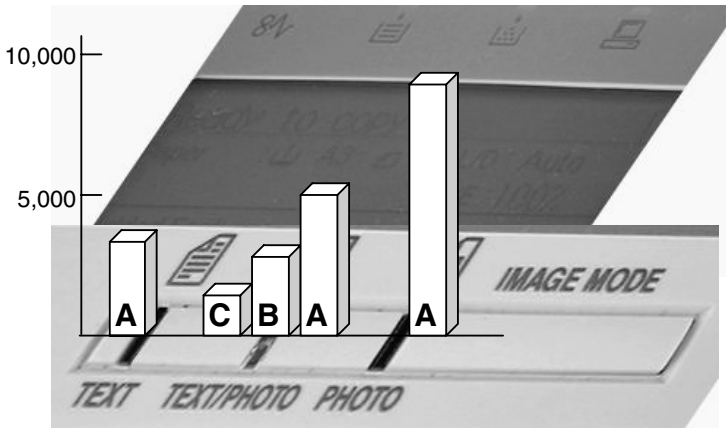
7 **After installing the Toner Cartridge, move the charger wire cleaning lever (in and out) of the Process Unit several times to clean the charger wire.**



Additional Explanation
The life of the toner cartridge (number of copies) varies depending on the following conditions.

1. **Coverage of originals (printing image ratio of the original size) and density of original background.**
2. **Size and density of originals.**
3. **The existence of solid black when making copies (when a book is copied and the original cover is partially opened).**
4. **Temperature and humidity in the room when making copies.**
5. **Copy density and image quality mode.**
   As indicated in the figure below, the life of the toner cartridge varies depending on the copy mode and coverage of originals.

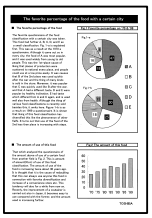
e-STUDIO16



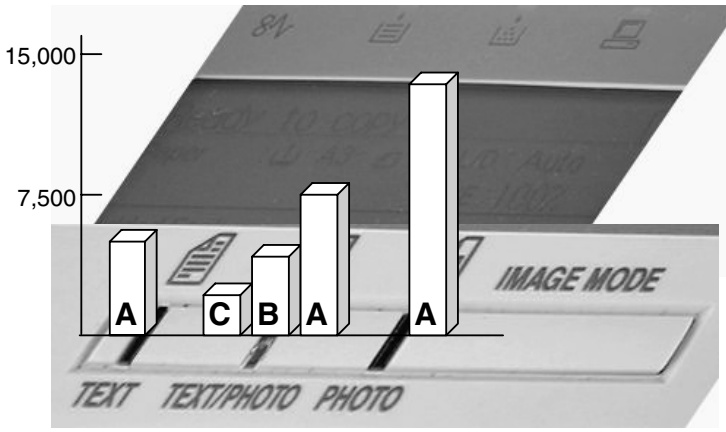
Type of originals

A.

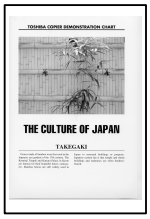
B.



e-STUDIO20/25



C.



7

4. REPLACING PROCESS UNIT

Replacing Process Unit

The Process Unit requires replacement when the “Drum life warning” is displayed.

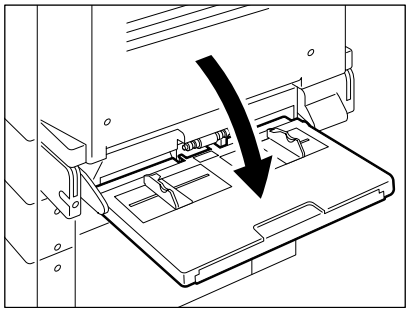
Tip

When “Drum life warning” is displayed, the copier can continue to make copies (1,000 copies). After copying 1,000 sheets, the message changes to “Replace process unit” and the copier stops.

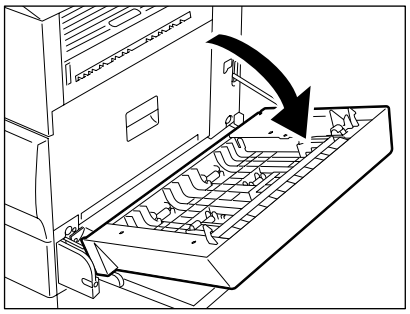
Note

Do not expose the green drum to light for an extended period. Never expose the drum to direct sunlight or touch the drum surface. Damage or poor print quality may result.

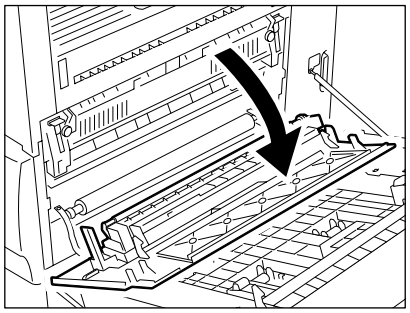
1 **Open the stack feed bypass.**



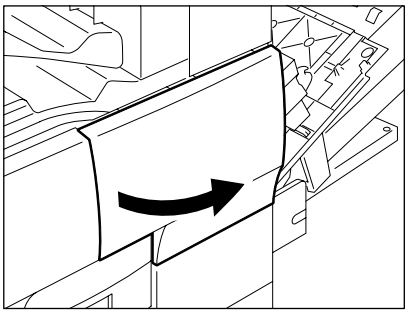
2 **Open the automatic duplexing unit by pulling up on the release grip. (Not all copiers are equipped with automatic duplexing units.)**



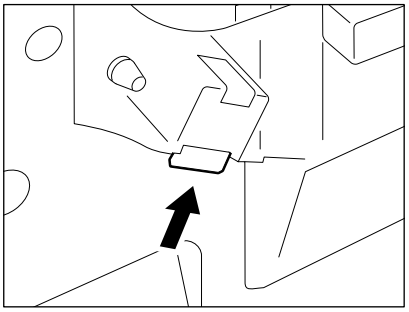
3 **Open the side cover of the copier.**



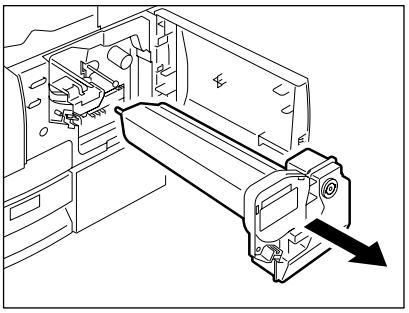
4 **Open the front cover of the copier.**



5 **Release the hook to unlock the Toner Cartridge.**

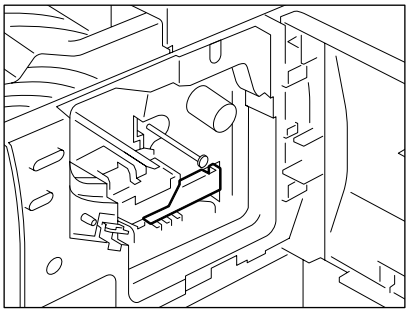


6 **Pull the Toner Cartridge out of the copier as shown in the illustration.**

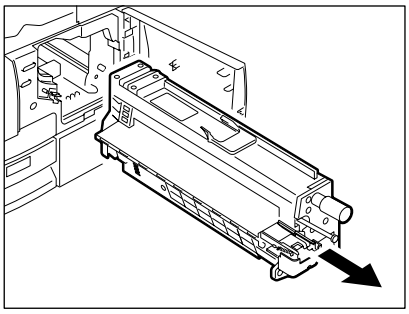


7 **Using the colored handle, pull the Process Unit halfway out of the copier.**

- Always hold the Process Unit by the colored handle.



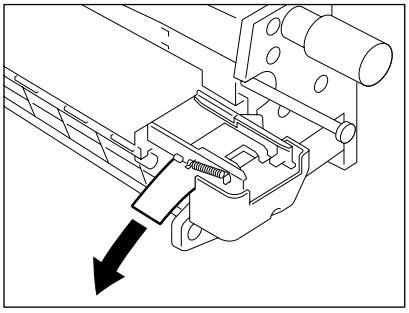
8 **Grasping the colored handle on top of the Process Unit, remove the Process Unit from the copier.**



9 **Discard the used Process Unit properly.**

10 **Open the package and take the new Process Unit out.**

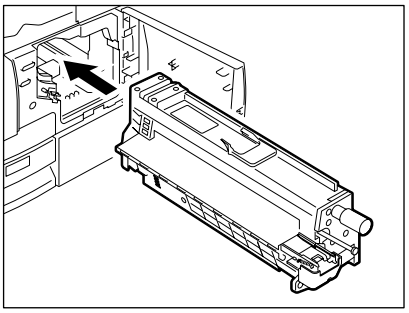
11 **Pull the tab to remove the sealing tape from the Process Unit.**



Important

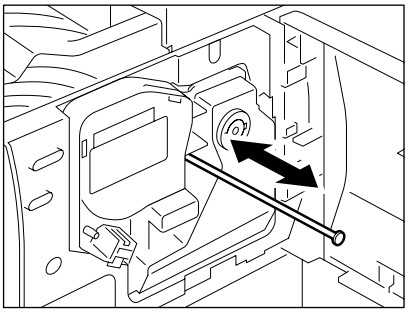
- Never touch the photoconductive drum (the green surface) of the Process Unit. If the surface is scarred or scratches, it will cause print quality problems.
- Do not expose the photoconductive drum of the process Unit to light for more than 3 minutes. If the Process Unit is to be left anywhere outside the copier, be certain to cover it with cloth, paper, etc.

12 **Insert the new Process Unit all the way into the copier. Then install the Toner Cartridge by reversing the removal procedure.**



- Always hold the Process Unit by the colored handle. Do not touch the green drum area. Do not leave the Process Unit out of the copier for an extended period of time.

13 **After installing the Toner Cartridge, move the charger wire cleaning lever (in and out) of the Process Unit several times to clean the charger wire.**

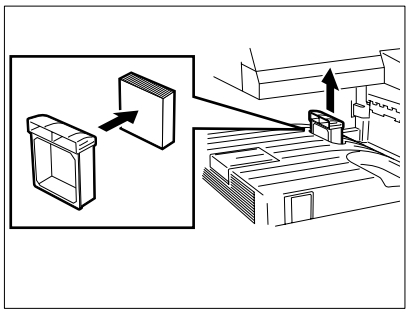


14 **Close the covers opened during this procedure and latch the deplexing unit into position (if attached).**

Replacing Ozone Filter

The Ozone Filter should be replaced when the Process Unit is replaced.
A new Ozone Filter has been provided with the Process Unit.

Remove the old Ozone Filter from the copier. Then, install the new Ozone Filter into the copier.



Note

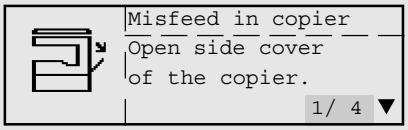
- Discard the used Ozone Filter properly.

5. CLEARING PAPER JAM

When a paper misfeed occurs in the copier, the Paper Jam Lamp flashes and the message below appears:

Misfeed in xxxx

xxxx represents the position where the transfer error occurred. To clear the error for each position, refer to the following pages.



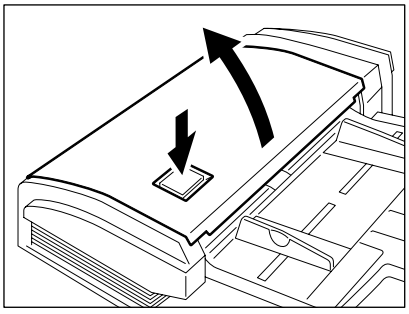
An illustration and short description indicates the procedures to remove jammed paper. Press the or key to scroll through the individual pages of the procedures.

Paper Misfeeds in the Reversing Automatic Document Feeder (optional)

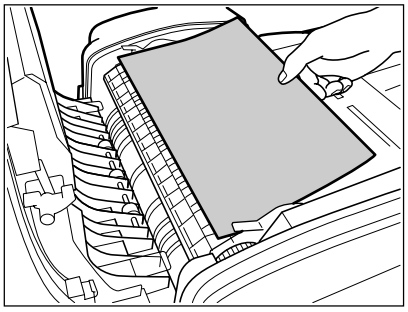
Use the following procedures to remove an original jammed in the Reversing Automatic Document Feeder (optional). An original jammed in the Automatic Document Feeder (optional) can be removed in the same manner.

7

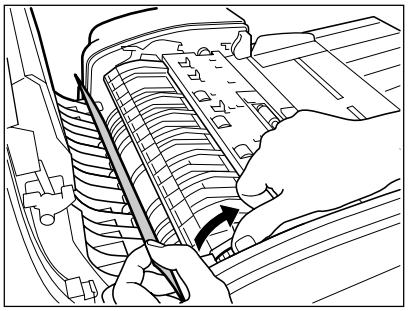
1 Press the button to unlock and open the cover.



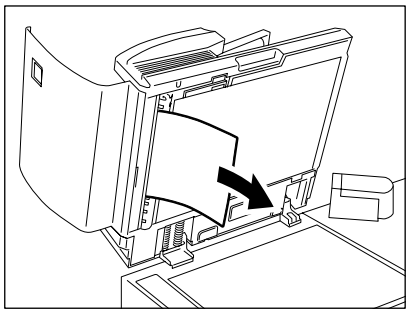
- Remove any misfed originals.



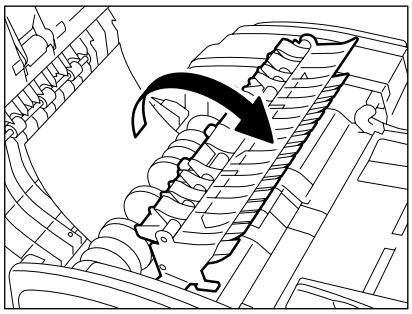
2 **Rotate the blue knob on the side in the direction of the arrow and remove any misfed originals.**



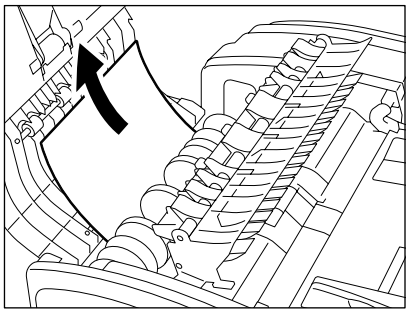
- By rotating the knob in the reverse direction of the arrow, you can also remove misfed originals from the under side of the reversing automatic document feeder as shown.



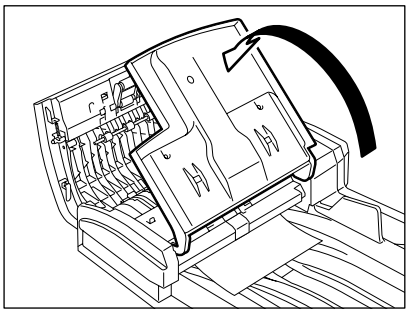
3 **Lift the blue handles on the internal paper guide assembly and pivot the assembly to the right.**



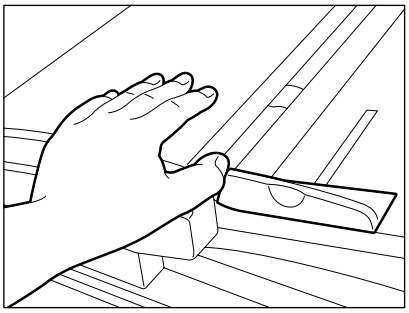
4 **Rotate the blue knob on the side to remove any misfed originals. Then return the paper guide assembly to its normal position.**



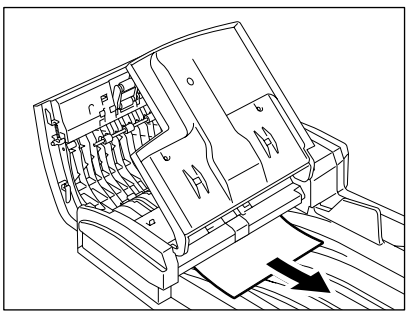
5 **Lift the original tray.**



- When holding the cover to lift up the original tray, please be careful not to get your fingers caught.

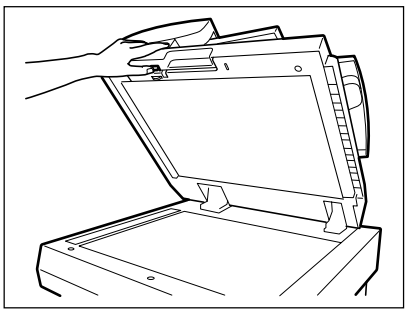


6 **Remove any misfed originals.**

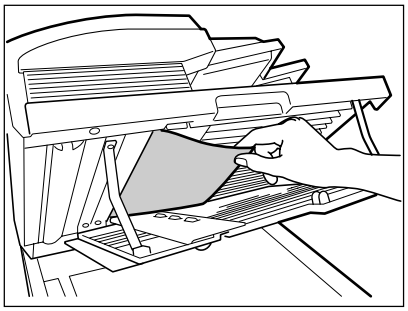


7 **Lower the original tray and close the reversing automatic document feeder cover.**

8 **Lift the reversing automatic document feeder to expose the under side. Then press the blue lever to release the access panel.**

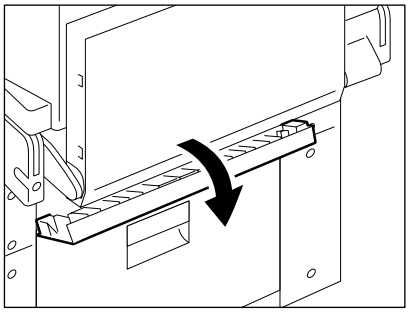


9 **Remove any misfed originals. Then close the access panel.**

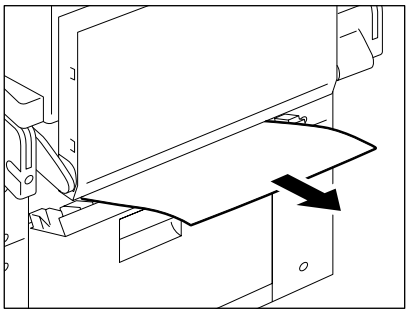


Paper Misfeeds in Cassette 2 (optional)

1 **Open the side cover. This cover is located below the optional duplex unit and optional bypass unit (if installed).**

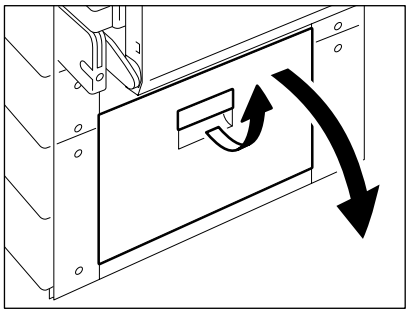


2 **Remove any misfed paper. Then close the cover.**

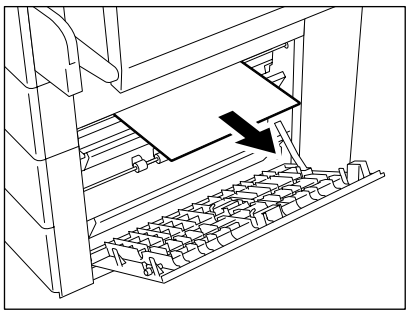


Paper Misfeeds in Paper Feed Pedestal (optional)

1 **Open the side cover.**

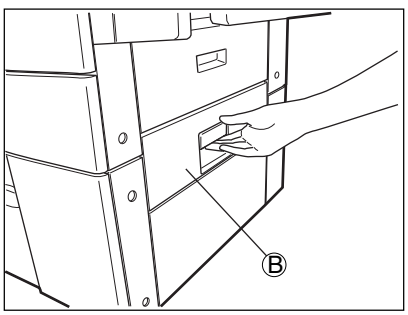


2 **Remove any misfed paper. Then close the cover.**

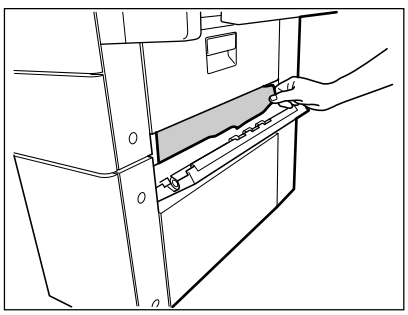


Paper Misfeed in the Large-Capacity Feeder (option for e-STUDIO20/25)

1 **Open the cover Ⓑ.**



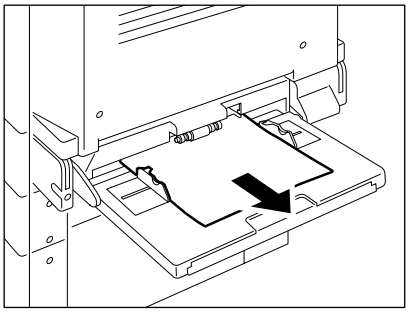
2 **Remove any misfed paper.**



Paper Misfeeds on the Bypass Guide (optional)

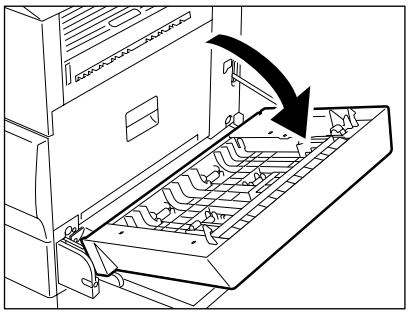
1 **Remove the misfed paper from the bypass guide.**

- Reset the paper on the bypass tray.

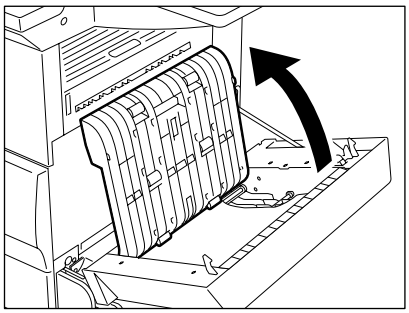


Paper Misfeeds in the Automatic Duplexing Unit (optional)

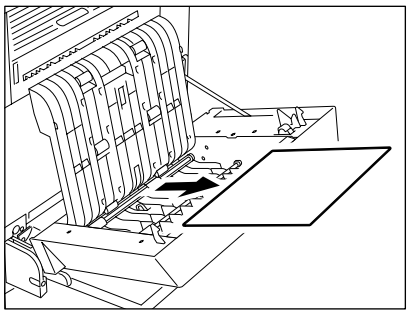
1 **Make sure that the stack feed bypass is opened (if installed). Then lift the handle of the automatic duplexing unit to open it.**



2 **Open the paper guide.**

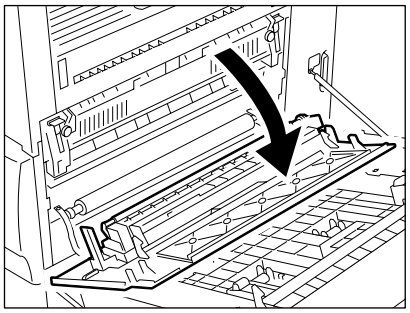


3 **Remove any misfed paper. Then lower the paper guide and latch the duplexer into position.**



Paper Misfeeds in the Drum/Charger area

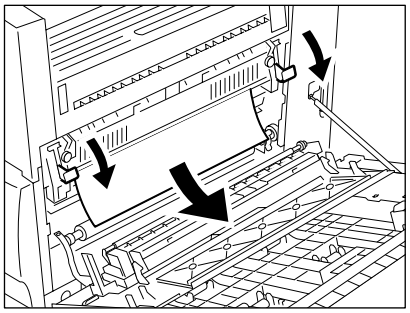
1 **Making sure that the stack feed bypass and the automatic duplexing unit are opened, open the side cover.**



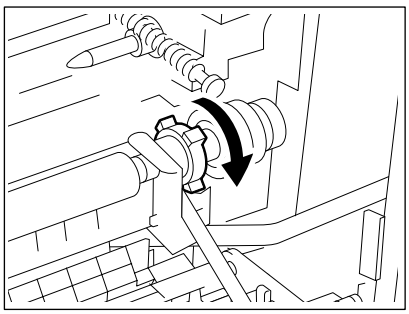
2 **Press the two blue levers. To release any paper in the fuser unit.**

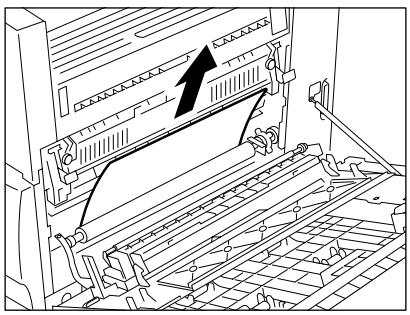
Caution

- As the Fuser Section is heated, pay special attention when handling it. If hot, allow the fuser to cool prior to touching.



3 **Rotate the knob indicated with a blue arrow toward the inside and remove any misfed paper.**



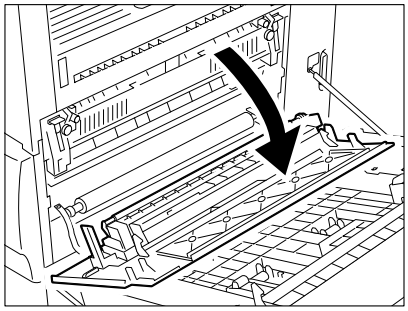


4 **After clearing all paper, return the two blue levers. Close the exit cover and the right side cover. Return the duplex unit to its normal position (if installed).**

7

Paper Misfeeds in the Fuser area

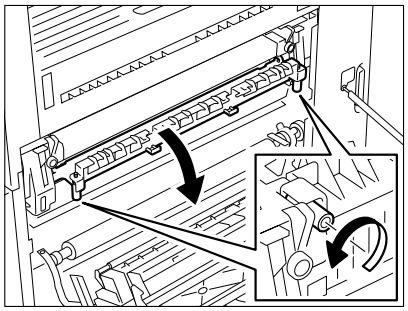
1 **Making sure that the stack feed bypass and the automatic duplexing unit are opened, open the side cover.**



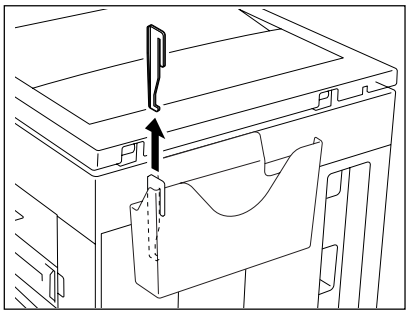
2 **Loosen the two blue screws fixing the fuser cover and open the fuser cover by holding the blue felt part.**

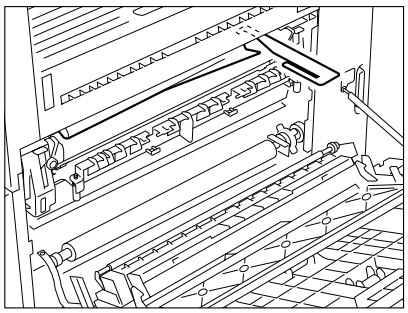
Caution

- As the Fuser Section is heated, pay special attention when handling it. If hot, allow the fuser to cool prior to touching.

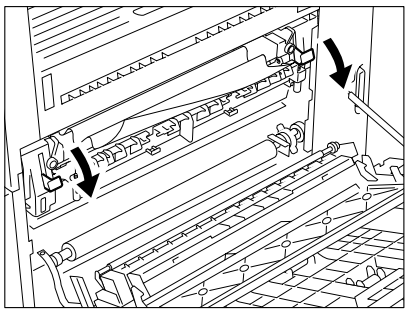


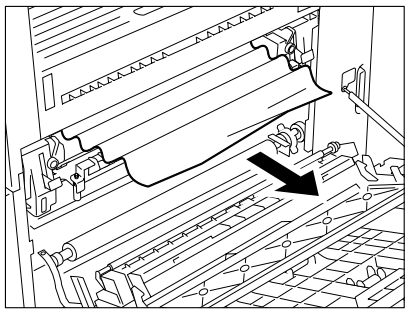
3 **Pull out the part of the paper jammed inside the fuser unit with the co-packed jam clearance tool.**





4 **Press the two blue levers. To release any paper in the fuser unit.**

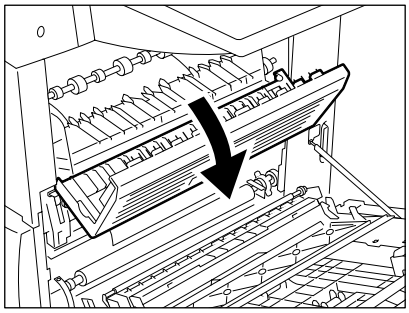




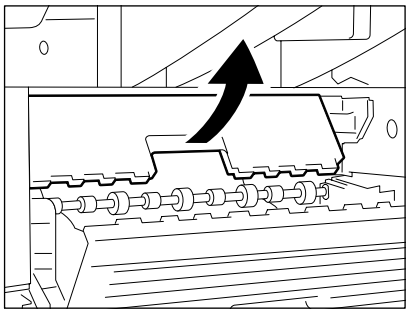
5 **After clearing paper, return the two blue levers. Close the fuser cover and tighten the two blue screws. Close the exit cover and the right cover. Return the automatic duplexing unit to normal position (if installed).**

Paper Misfeeds in the Exit Unit

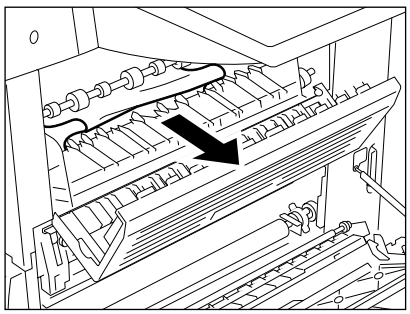
1 **Making sure that the stack feed bypass, the automatic duplexing unit and the side cover are opened, open the exit cover.**



2 **Open the offset tray cover or job separator cover (if installed).**



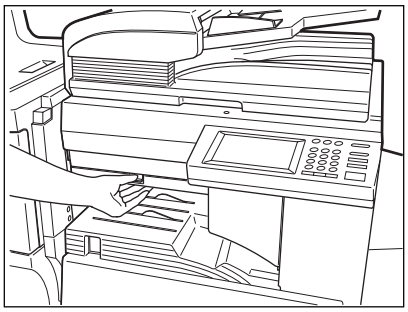
3 **Remove any misfeed paper inside the exit unit.**



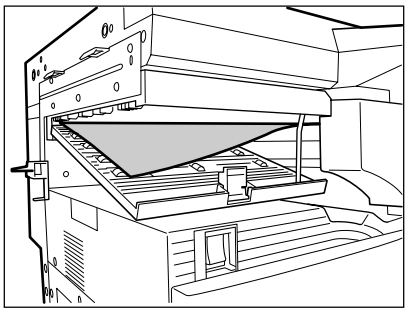
4 **After removing all paper, close the offset tray cover or job separator cover (if installed). Close the exit cover and the right side cover. Return the duplex unit to its normal position (if installed).**

Paper Misfeed in the Relay Unit (option for e-STUDIO20/25)

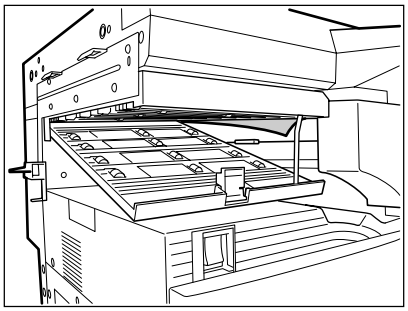
1 **Holding the cover handle of the relay unit, open it.**



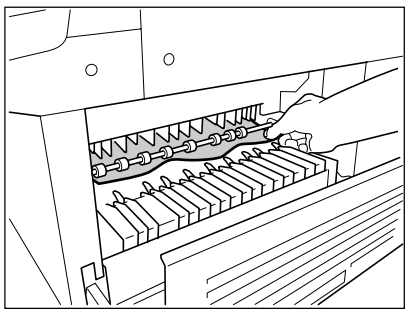
2 **Remove any misfed paper inside the relay unit.**



- If paper is misfed at the inner part of the relay unit, remove it pushing down the blue lever.

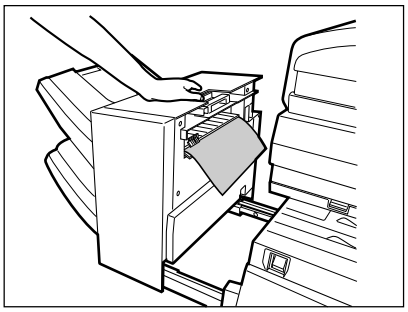


- Remove the misfed paper from the fuser unit side if it is easier.

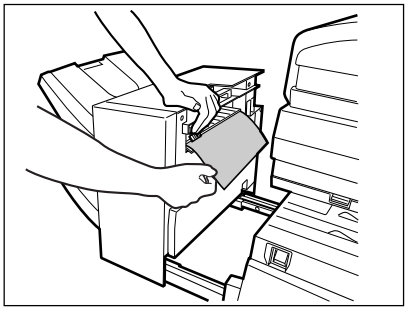


Paper Misfeed in the Finisher (option for e-STUDIO20/25)

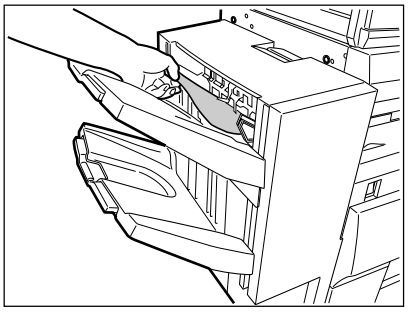
1 **By pulling the lever, move the finisher carefully away from the copier.**



2 **Lifting the blue lever, pull out any misfed paper.**

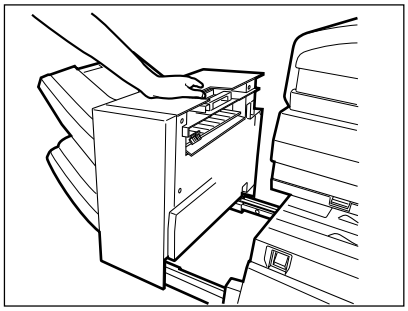


3 **Remove any misfed paper in the paper exit area.**



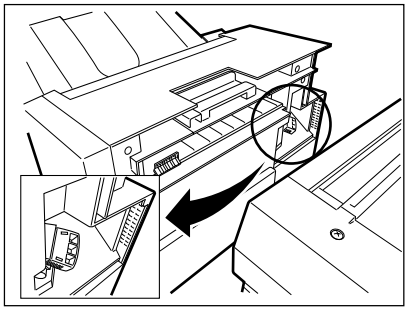
Finisher (option for e-STUDIO20/25)

1 **By pulling the lever, move the finisher away carefully from the copier.**

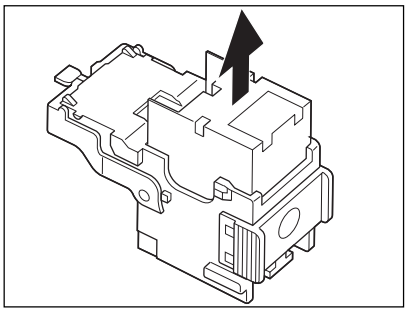


2 **Holding the sides of the staple cartridge, slide it out.**

3 **Turn the staple cartridge upside down.**

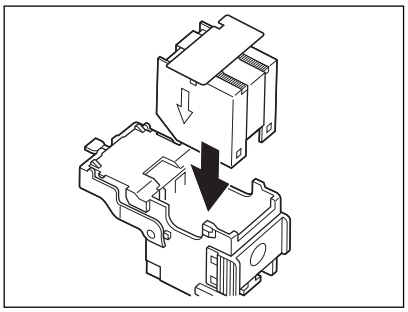


4 **Remove the empty staple case upward from the staple cartridge.**

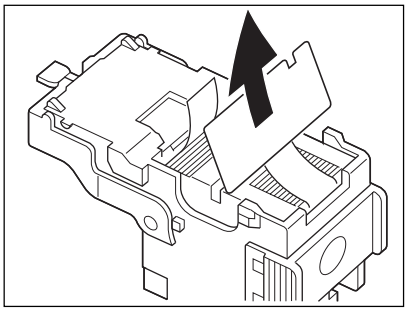


5 **Push in a new staple case into the staple cartridge completely inside until a click is heard.**

- Do not remove the seal holding the staples before the staple case is set in the cartridge.



6 Pull out the seal holding the staples straight.



7 Turn the staple cartridge to its normal position and push it back into the stapler.

- Insert the cartridge until it is caught by the claw and fixed with a click sound.

Note

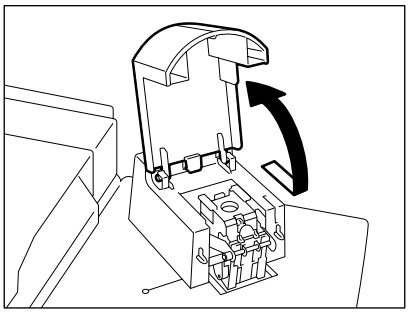
If the following message remains displayed, repeat the above procedure from steps 1 to 4.

Set staple cartridge

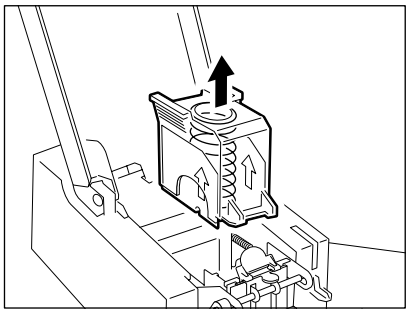
Staple kit (option)

Be sure to turn off the copier before replacing the staples.

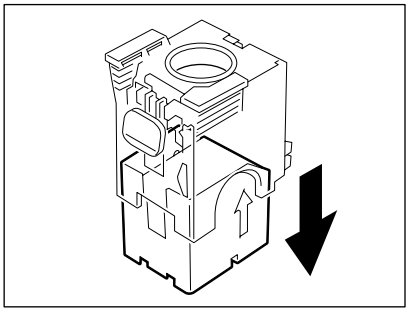
1 **Slide forward and lift up the staple cover.**



2 **Pull out the staple cartridge.**

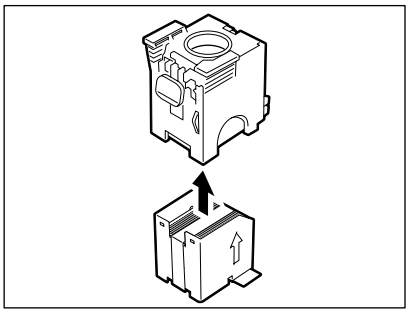


3 **Press the cartridge knob to remove the empty staple case.**

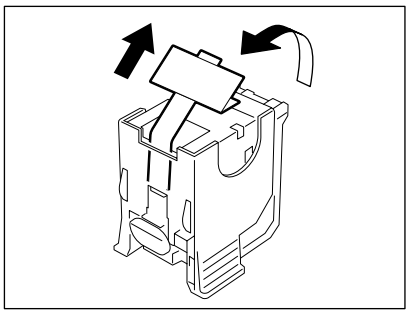


4 **Insert a new staple case into the cartridge.**

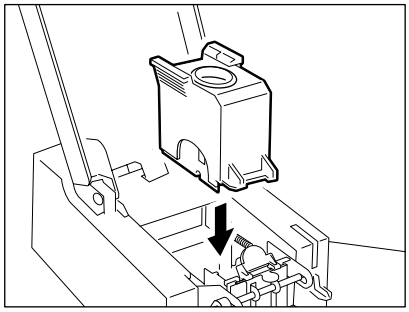
- Do not peel off the sticker from the staple case before inserting the staple case into the cartridge.



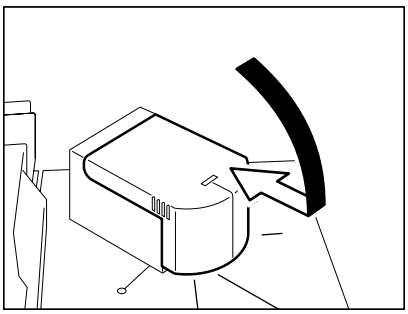
5 **Peel off the tape from the case.**



6 **Attach the cartridge to the stapler.**
- Insert the cartridge until it clicks.



7 **Close the staple cover.**

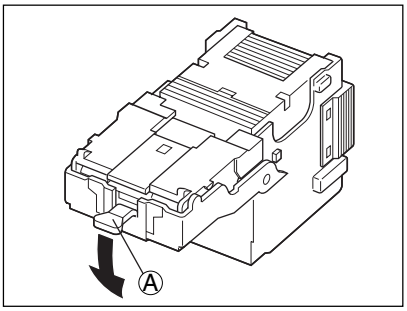


8 **With copier power on, insert a sheet of paper into the stapler several times to advance the staples into position. (5 to 10 times)**

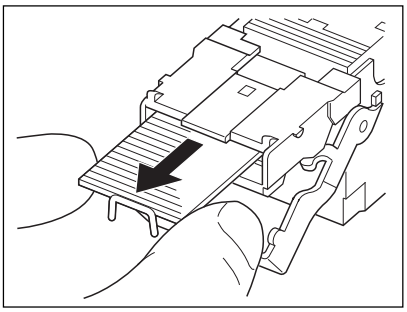
Finisher (option for e-STUDIO20/25)

1 **Perform steps 1 and 2 of the procedure for "6. ADDING STAPLES Finisher "(► Page 7-22).**

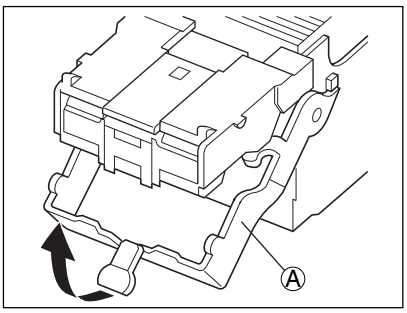
2 **Holding the knob, lower part Ⓐ.**



3 **Remove any jammed staples using your fingertip or something sharp.**



4 **Holding the knob, return part Ⓐ to its original position.**



5 **Return the staple cartridge to its original position.**

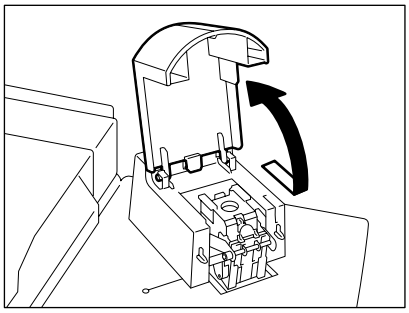
- Insert the cartridge until it is caught by the claw and fixed with a click sound.

6 **Attach the finisher to the copier.**

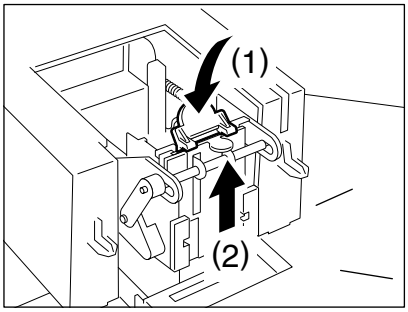
Staple kit (option)

Use this procedure to remove jammed staples.
Be sure to turn off the copier before removing the jammed staples.

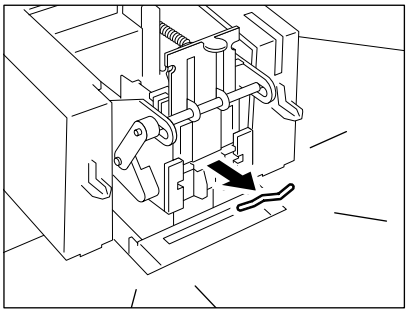
1 **Slide forward and lift up the staple cover.**



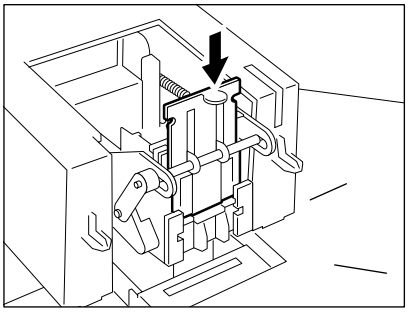
2 **Press the lever (1) and pull up the staple guide knob (2).**



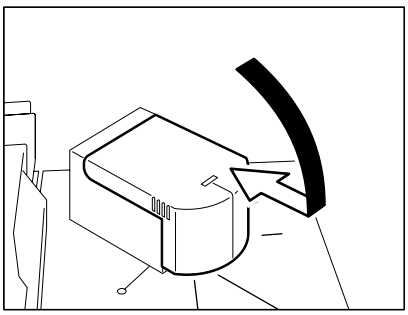
3 **Remove the jammed staple using a tapered object.**



4 **Press down and replace the staple guide.**



5 **Close the staple cover.**



6 **Restore power to the copier.**
Confirm proper operation of the stapler.

8. CALLING FOR SERVICE

When the message display shows the following message, copying cannot be performed any longer.

Call for service

The telephone number of your service technician will be displayed (if pre-programmed).
Note the phone number, then turn the power off and immediately call for service.

Note

Since a heater is used to fix toner images to the copy paper, a safety circuit is incorporated in the copier. After you turn on the power switch, if a certain temperature is not attained within a certain period of time, the safety circuit assumes that something abnormal has happened. This causes the operation of the copier to stop and display Call for service. This can occur when the temperature is low even though the copier is not malfunctioning. If this occurs, turn the power switch off and then on again. Repeat this procedure twice. If the problem still persists, turn off the power switch and call for service.

Note

When the either of the following messages appears on the message display:

Time for maintenance

or

Maintenance/Drum

This indicates that assistance from a qualified service technician is required. Call for service.

8. USER TEST MODE

1. AUTOMATIC TEST MODE 8-2
   AUTO TEST 8-2
2. INDIVIDUAL TEST MODE 8-3
   INDIVIDUAL TEST Summary 8-3
3. ADF TEST 8-4
4. KEY TEST 8-6
5. LED TEST 8-7
6. LCD TEST 8-8
7. SPEAKER TEST 8-9
8. SWITCH TEST 8-10
9. TEST PRINT 8-11
10. PRINTING A TEST RESULT 8-12

1. AUTOMATIC TEST MODE

AUTO TEST

AUTO TEST mode, permits you to automatically perform a series of copier tests in one operation.

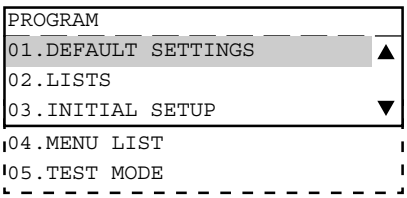
The test items performed by the AUTO TEST are:

- FLASH ROM TEST
  Checks the program data, function data, and language data.
- SRAM TEST
  Checks the SRAM memory.
- DRAM TEST
  Checks the DRAM memory
- MODEM TEST (Only when optional FAX kit is installed)
  Checks the modem and detects line current.
- SCANNER TEST
  Checks the image scanner.
- CODEC TEST
  Checks the CODEC IC.
- PRINTER TEST
  Checks the printer components for proper operation and prints one test page.
- PHONE BOOK DATA TEST (Only when optional FAX kit is installed)
  Checks the phone book data.
- PCL BOARD TEST
  Checks the optional PCL print kit.

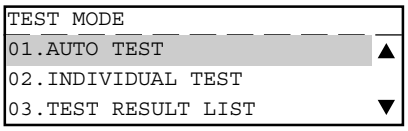
Note

AUTO TEST cannot be performed if image data is stored in the memory.

1 **Press the PROGRAM key to enter the program menu.**

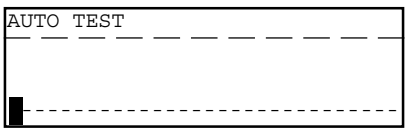


2 **Select "05.TEST MODE" and press the SET key.**



3 **Select "01.AUTO TEST" and press the SET key.**

- "Auto Test" appears on the screen indicating that the test is under way.
- When all the tests end, the word "Completed" is displayed on the screen.
- The results of the auto test can be confirmed with the self test report. ► Page 8-12
- If the result of the auto test is judged to be NG, call your service representative.

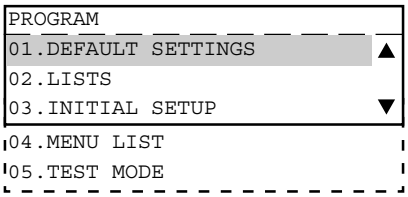


2. INDIVIDUAL TEST MODE

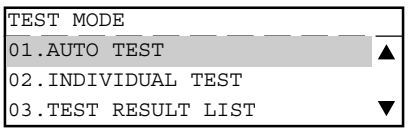
INDIVIDUAL TEST Summary

In INDIVIDUAL TEST mode, you can perform specific tests on this copier.

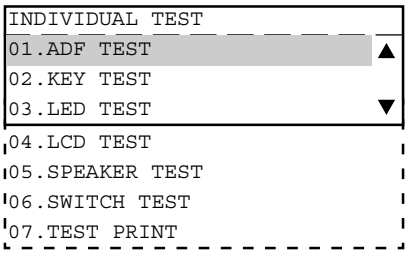
1 **Press the PROGRAM key to enter the program menu.**



2 **Select "05.TEST MODE" and press the SET key.**



3 **Select "02.INDIVIDUAL TEST" and press the SET key.**



4 **Select and perform the desired test.**

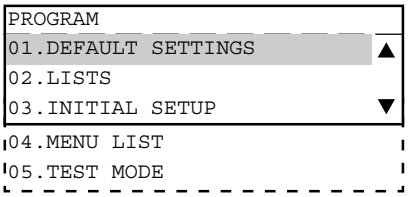
5 **Press the MAIN MENU key to return to the copier standby prompt.**

8

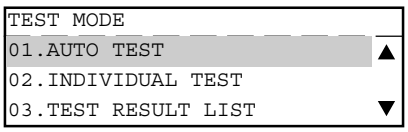
3. ADF TEST

The ADF test checks the operation of the ADF or RADF by transporting and unloading documents. You can confirm that the ADF or RADF operation is normal if the number of documents loaded is consistent with the number of documents transported and unloaded.

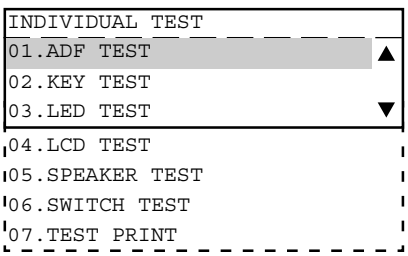
1 **Press the PROGRAM key to enter the program menu.**



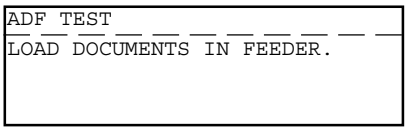
2 **Select "05.TEST MODE" and press the SET key.**



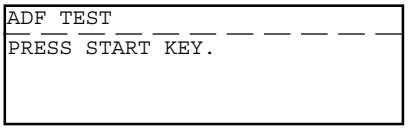
3 **Select "02.INDIVIDUAL TEST" and press the SET key.**



4 **Select "01.ADF TEST" and press the SET key.**



5 **Load the documents in the document tray.**

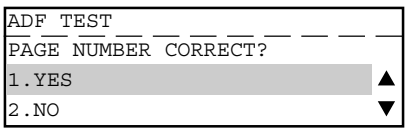


6 **Press the START key.**

- The documents will be transported one by one and the number of documents unloaded will be displayed at the lower right of the screen.

8

7 **To continue the ADF test, press START key, and then repeat Steps 5 to 8. To end the ADF test, press the CLEAR/STOP C/ key.**



8 **If the number of documents loaded is consistent with the number of documents unload, select "1.YES" and press the SET key.**

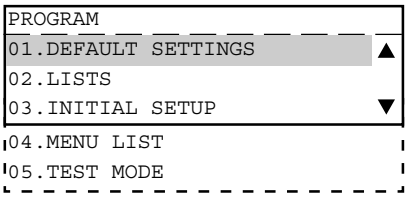
If the documents are not fed properly (even once), select "2.NO" and press the SET key.

- The results of the ADF test can be confirmed with the self test report. ► Page 8-12
- If the result of the ADF test is judged to be NG, call your service representative.

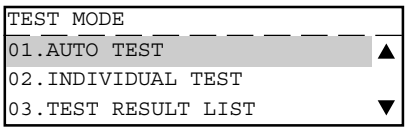
4. KEY TEST

The key test checks key switch operation on the control panel.

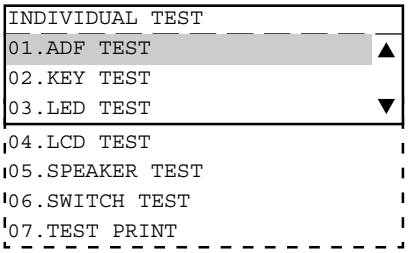
1 **Press the PROGRAM key to enter the program menu.**



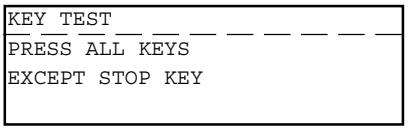
2 **Select "05.TEST MODE" and press the SET key.**



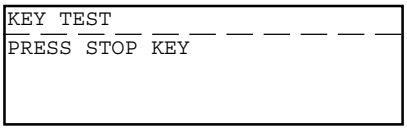
3 **Select "02.INDIVIDUAL TEST" and press the SET key.**



4 **Select "02.KEY TEST" and press the SET key.**



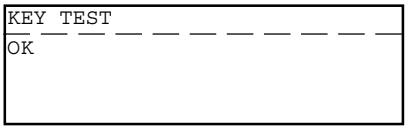
5 **Press all the key switches except the CLEAR/STOP C/◎ key.**



Note

If you fail to press all of the keys on the control panel before pressing the CLEAR/STOP C/◎ key, the result will be NG.

6 **Press the CLEAR/STOP C/◎ key, the result of the key test is displayed on the screen.**

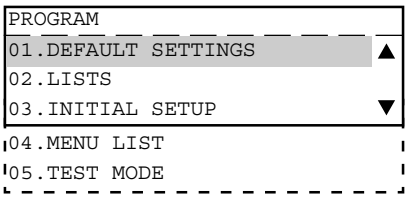


- The results of the KEY test can be confirmed with the self test report. ► Page 8-12
- If the result of the KEY test is judged to be NG, call your service representative.

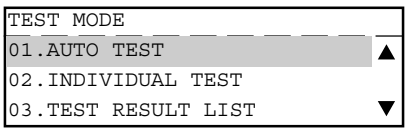
5. LED TEST

The LED test checks LED operation by lighting all the LEDs on the control panel.

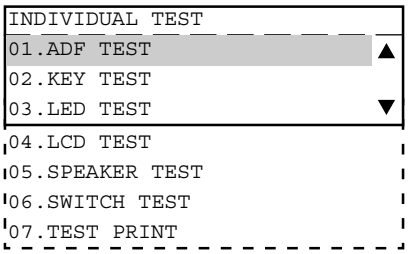
1 **Press the PROGRAM key to enter the program menu.**



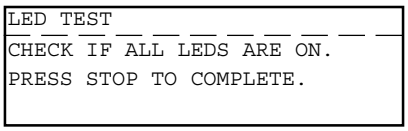
2 **Select "05.TEST MODE" and press the SET key.**



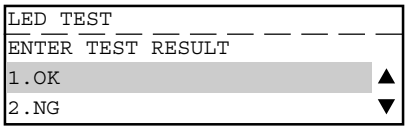
3 **Select "02.INDIVIDUAL TEST" and press the SET key.**



4 **Select "03.LED TEST" and press the SET key.**



5 **Visually check that all the LEDs are on. After checking, press CLEAR/STOP C/⊘ key.**



6 **If all the LEDs turned on, select the "1.OK" and press the SET key.**

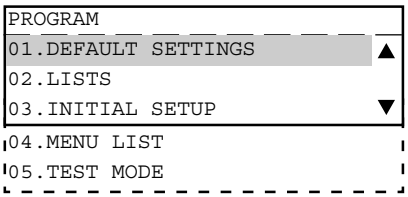
If even one LED did not light, select the "2.NG" and press the SET key.

- The results of the LED test can be confirmed with the self test report. ► Page 8-12
- If the result of the LED test is judged to be NG, call your service representative.

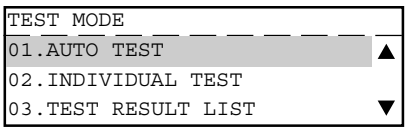
6. LCD TEST

The LCD test checks LCD operation by turning on and off all the elements of the LCD on the control panel.

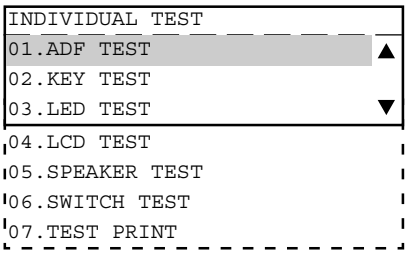
1 **Press the PROGRAM key to enter the program menu.**



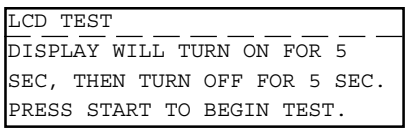
2 **Select "05.TEST MODE" and press the SET key.**



3 **Select "02.INDIVIDUAL TEST" and press the SET key.**

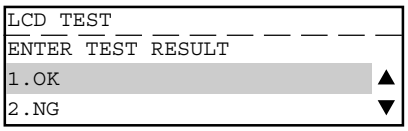


4 **Select "04.LCD TEST" and press the SET key.**



5 **Press the START key. All of the elements of the LCD should turn on. Five seconds later, all the elements should turn off.**

6 **Visually check that all the elements have turned on and off normally. The test result input screen is displayed five seconds after the elements turn off.**



7 **If all elements of the LCD turned on and off normally, select "1.OK" and press the SET key.**
If even one element fails to turn on and off, select "2.NG" and press the SET key.

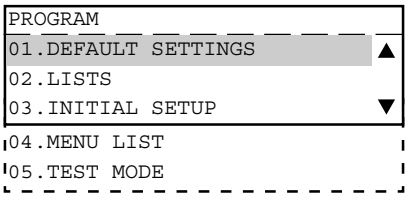
- The results of the LCD test can be confirmed with the self test report. ► Page 8-12
- If the result of the LCD test is judged to be NG, call your service representative.

8

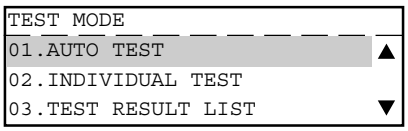
7. SPEAKER TEST

The speaker test checks speaker operation by changing the volume output from the speaker.

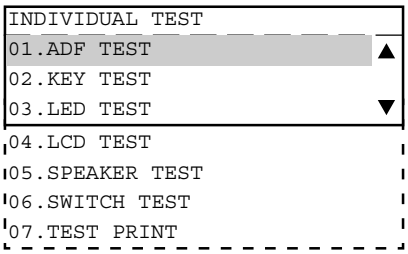
1 **Press the PROGRAM key to enter the program menu.**



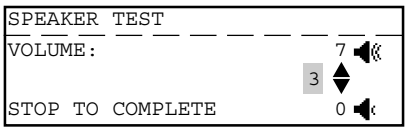
2 **Select "05.TEST MODE" and press the SET key.**



3 **Select "02.INDIVIDUAL TEST" and press the SET key.**



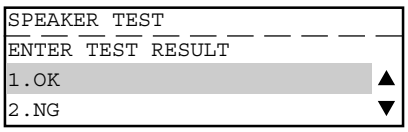
4 **Select "05.SPEAKER TEST" and press the SET key.**



5 **Select the speaker volume level by using the key or key.**

- Level 0 produces on sound, and Level 7 the maximum volume. Speaker sound is output at the volume level selected. Check that all the volumes are output normally.

6 **After checking, press the CLEAR/STOP C/◎ key.**



7 **If the volumes are output normally, select "1.OK" and press the SET key.**

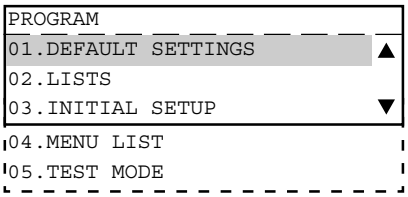
If even one of them is not output normally, select "2.NG" and press the SET key.

- The results of the SPEAKER test can be confirmed with the self test report. ► Page 8-12
- If the result of the SPEAKER test is judged to be NG, call your service representative.

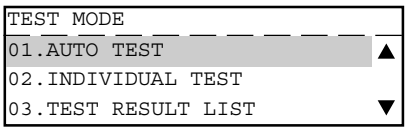
8. SWITCH TEST

The switch test checks if the detection switches operate normally.

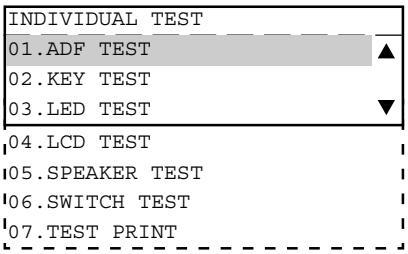
1 **Press the PROGRAM key to enter the program menu.**



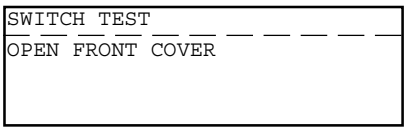
2 **Select "05.TEST MODE" and press the SET key.**



3 **Select "02.INDIVIDUAL TEST" and press the SET key.**



4 **Select "06.SWITCH TEST" and press the SET key.**



5 **Follow the procedure displayed on the screen.**

- The results of the switch test can be confirmed with the self test report. ► Page 8-12
- If the result of the switch test is judged to be NG, call your service representative.

9. TEST PRINT

The test print checks the print function by printing a test pattern.

1 **Press the PROGRAM key to enter the program menu.**

```
PROGRAM
01.DEFAULT SETTINGS ▲
02.LISTS
03.INITIAL SETUP ▼
04.MENU LIST
05.TEST MODE
```

2 **Select "05.TEST MODE" and press the SET key.**

```
TEST MODE
01.AUTO TEST ▲
02.INDIVIDUAL TEST
03.TEST RESULT LIST ▼
```

3 **Select "02.INDIVIDUAL TEST" and press the SET key.**

```
INDIVIDUAL TEST
01.ADF TEST ▲
02.KEY TEST
03.LED TEST ▼
04.LCD TEST
05.SPEAKER TEST
06.SWITCH TEST
07.TEST PRINT
```

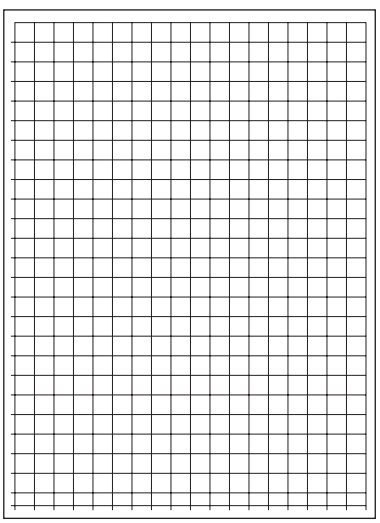
4 **Select "07.PRINT TEST" and press the SET key.**

- The PRINT TEST pattern is printed out and the following message appears:

```
TEST PRINT

Printing accepted
```

Printing accepted

- If the result of the PRINT test is judged to be NG, call your service representative.

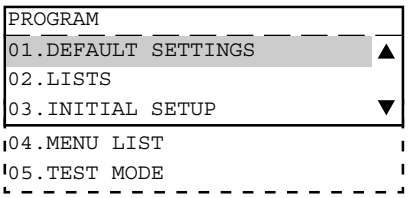


8

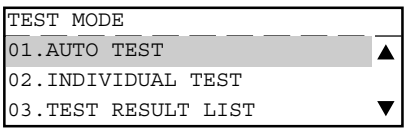
10. PRINTING A TEST RESULT

This test result list prints out the results of the auto and individual tests as a self test report.

1 **Press the PROGRAM key to enter the program menu.**

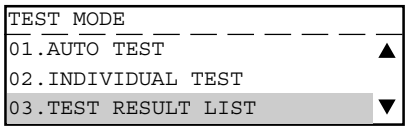


2 **Select "05.TEST MODE" and press the SET key.**



3 **Select "03.TEST RESULT LIST" and press the SET key.**

- The self test report is printed out and the following message appears:



Printing accepted

SELF TEST REPORT

XXXXXXXXXX XXXXXXXXXX
XXXXXXXXXX VXXXX

PAGE : 001
TIME : 15-11-2000 10:07

TEST CONTENTS	RESULT	NOTE	DATE
AUTO TEST			
FLASH ROM			
PROGRAM	OK		15-11-2000 10:03
FUNCTION	OK		15-11-2000 10:03
LANGUAGE	OK		15-11-2000 10:03
SRAM			
ADDRESS BUS	OK		15-11-2000 10:03
DATA BUS	OK		15-11-2000 10:03
DRAM			
ADDRESS BUS	OK		15-11-2000 10:03
DATA BUS	OK		15-11-2000 10:03

9. MAINTENANCE

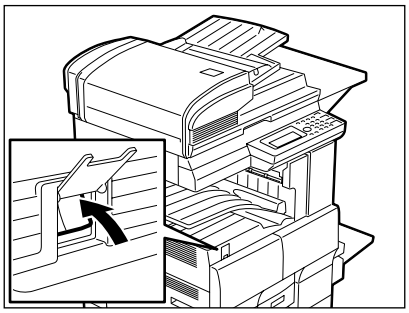
1. DAILY INSPECTION 9-2
2. CLEANING THE WIRE 9-3
3. SIMPLE TROUBLESHOOTING 9-5

1. DAILY INSPECTION

Items to inspect every morning

Power switch ON/OFF status

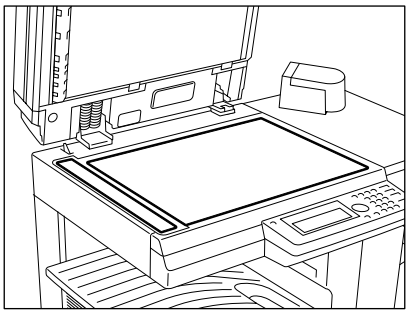
- We recommend turning the power switch ON at startup every morning so that copies can be made whenever you want. Also, make sure that you turn the power switch OFF when you leave the office.



Items to inspect once a week

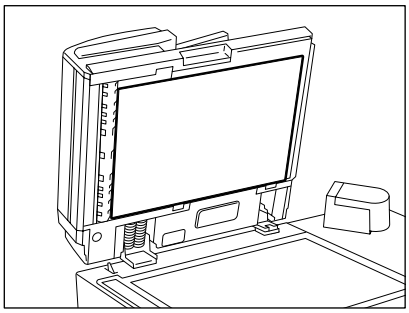
Cleaning the Original Glass

- Clean the original glass scanning glass of the auto document feeder and scale with a soft cloth moistened with cleaning liquid. Then dry with a soft cloth.



Cleaning the Original Cover

- Clean the original cover or the back of the automatic document feeder (optional) or reversing automatic document feeder (optional) with alcohol or a well-squeezed soft cloth moistened with a neutral detergent. Then dry with a soft cloth.



Cleaning the Automatic Document Feeder (optional) or Reversing Automatic Document Feeder (optional)

- Clean the automatic document feeder (optional) roller or reversing automatic document feeder (optional) roller with alcohol or a soft cloth moistened with a neutral detergent. Make sure that the soft cloth is squeezed well. Then dry with a soft cloth.

Note

- Before cleaning the copier, be sure to turn OFF power switch.
- Please be careful not to scratch the glass surface or back of the cover, when cleaning it.

2. CLEANING THE WIRE

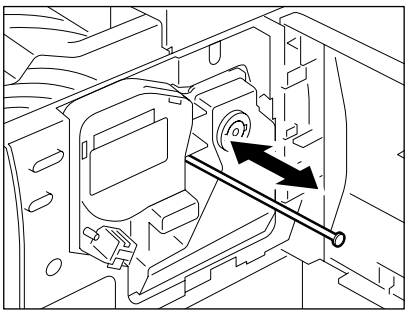
When the black lines in the direction of paper feed are generated on the copy, clean the charger wire.
BE SURE TO TURN OFF THE POWER before cleaning the charger wire.

Cleaning the charger wire

1 **Open the front cover.**

2 **Clean the charger.**

- Hold the cleaning knob, pull it out slowly and fully to the front and then push it back to the inside carefully and completely. Repeat this 2 or 3 times.



Note

Make sure that the charger knob is pushed in fully inside.

3 **Close the front cover.**

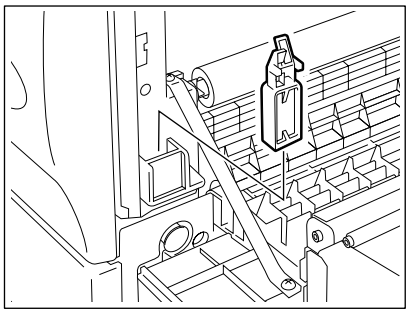
When any of the following is generated on the copy, clean the transfer charger wire.
- White lines in the direction of paper feed.
- Uneven tone or dim images.

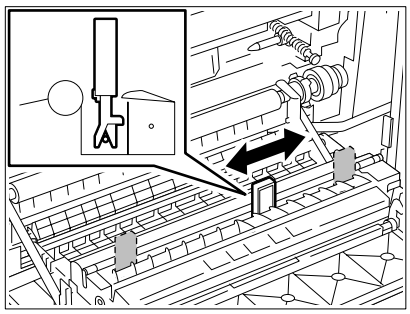
BE SURE TO TURN OFF THE POWER before cleaning the transfer charger wire.

Cleaning the transfer charger wire

1 **Making sure that the stack feed bypass and the automatic duplexing unit (if installed) are opened, open the side cover.**

2 **Clean the transfer charger wire using the attached charger cleaning accessory.**





3 **Close the side cover, automatic duplexing unit and stack feed bypass.**

3. SIMPLE TROUBLESHOOTING

Check the following items and, if the problem still occurs, call for service.

Copier does not start

Items to be checked	Countermeasure	Reference page
Is the power cord plug firmly inserted in the outlet?	Insert the power cord plug firmly.	8
Is the front cover firmly closed?	Close the covers properly.	_
Is the bypass feed unit cover firmly closed?		_

Display does not change when keys are pressed

Items to be checked	Countermeasure	Reference page
Is the copier in the Energy Saving mode?	Press any key except for the SUPER ENERGY SAVER key. (It takes a while until the copier becomes ready.)	_
Is a department code required? Is the code correct?	Input the correct department code.	1-13
Is the “Warming up” message displayed?	Wait until the copier becomes ready.	1-10

Copies are stained

Items to be checked	Countermeasure	Reference page
Is the original cover firmly closed?	Close the cover firmly to shut out any external light.	_
Is the original glass dirty?	Clean the original glass with a cloth moistened with cleaning liquid. Then wipe it with a dry cloth.	9-2
Is the original cover dirty?	Clean the original cover with a cloth moistened with a neutral detergent. Then wipe the detergent completely off with a dry cloth.	9-2
Is the image density set properly?	Set the image density properly.	3-12

Copy density is too low

Items to be checked	Countermeasure	Reference page
Has the message “Toner empty” appeared on the screen?	Replace the toner cartridge.	7-4
Is the image density set properly?	Set the image density properly.	3-12

Copy density is too high

Items to be checked	Countermeasure	Reference page
Is the image density set properly?	Set the image density properly.	3-12

Copy images are blurred

Items to be checked	Countermeasure	Reference page
Does the entire original lie properly on the surface of the glass?	Place the original firmly on the glass and close the original cover.	_
Is the copy paper moist?	Replace it with new paper.	7-3

Images are partially missing

Items to be checked	Countermeasure	Reference page
Are the original size and direction, and the reproduction ratio suitable for the paper size?	Select the same size of copy paper as the original or set a reproduction ratio suitable for the paper size.	3-7
Is the margin on the copy set properly?	Set a smaller image shift value.	4-13

Functions cannot be set

Items to be checked	Countermeasure	Reference page
Are there any functions that cannot be combined selected at the same time?	Refer to the Copying Function Combination Matrix in the Operator's Manual and set again.	10-8

10. SPECIFICATIONS & OPTIONS

1. e-STUDIO16/20/25 SPECIFICATIONS 10-2
2. SPECIFICATION OF OPTIONS 10-3
3. PACKING LIST 10-8
4. COPY FUNCTION COMBINATION MATRIX 10-9

1. e-STUDIO16/20/25 SPECIFICATIONS

Model Name	DP1600/2000/2500
Body Type	Desktop type
Copying System	Indirect electrophotographic method
Original Glass	Fixed (original referenced to top left, referenced to center when using the Automatic Document Feeder or the Reversing Automatic Document Feeder)
Original Cover (Platen Cover)	Option
Frame Structure	Fixed frame method
Photosensor Type	OPC drum
Original Scanning System	CCD sensor (7450 pixels)
Resolution	600 x 600 dpi
Scanning Data Output System	One Scan Multi-Copying
Image Memory	Sort memory : (Std.) 8 MB (Max.) 136 MB
Maximum Original Capacity (with max. image memory installed) *	Single sided : 250 sheets
	Double sided : 125 sheets
Acceptable Originals	Sheets, books and three-dimensional objects
Acceptable Copy Paper Size	Automatic feeding : A3 to A5-R Manual feeding : A3 to A5-R
Warm-up Time	60 sec. or less (e-STUDIO16), 70 sec. or less (e-STUDIO20/25)
First Copy Time	7.9 sec. or less (e-STUDIO16), 6.0 sec. or less (e-STUDIO20/25)
Multiple Copying	Up to 999 copies (numeric key entry)
Reproduction Ratio	Preset ratio : 50, 71, 82, 141, 200% Zoom : 50 to 200% (e-STUDIO16), 25 to 400% (e-STUDIO20/25)** (in 1% increments)
Paper Supply	Cassette: 64 to 80 g/m^2 550 sheets (Height of 60.5 mm or less when loaded)
Copy Density Adjustment	Automatic plus manual selection from 7 steps
Power Requirement/ Power Consumption	220-240 VAC, 50/60 Hz 1.4 KW or less (e-STUDIO16), 1.7 KW or less (e-STUDIO20/25)
	110-127 VAC, 50/60 Hz 1.4 KW or less (for Saudi Arabia 100V version only)
Dimensions (Main Body only)	530 mm (W) x 554 mm (D) x 600 mm (H)
Weight (Main Body only)	Applox. 50 kg

Specifications and appearance are subject to change without notice.

* Requires optional memory and varies depending upon originals used and amount of memory installed.

** When the original is scaned in the automatic document feeder (optional) or reversing automatic document feeder (optional), the reproduction ratio of 50% to 200% can be specified.

2. SPECIFICATION OF OPTIONS

Automatic Document Feeder

Model Name	MR-2012
Copy Sides	Single-side
Number of Originals	Up to 50 originals (64 to 80 g/m^2) or stacked height of originals 8 mm or less
Acceptable Original Size	Maximum A3
	Minimum A5-R
	Paper weight: 50 to 105 g/m^2 (Multi-sheet feeding), 105 to 127 g/m^2 (Single sheet feeding)
Power Source	Supplied from the copier
Dimensions	530 mm (W) x 450 mm (D) x 120 mm (H)
Weight	Approx. 5.4 kg

Reversing Automatic Document Feeder

Model Name	MR-3011
Copy Sides	Single-side, Duplex
Number of Originals	Up to 100 originals (50 to 80 g/m^2) or stacked height of originals 16 mm or less
Acceptable Original Size	Maximum A3
	Minimum A5-R
	Paper weight: 50 to 127 g/m^2 (1-side original), 50 to 105 g/m^2 (2-side original)
Power Source	Supplied from the copier
Dimensions	545 mm (W) x 500 mm (D) x 165 mm (H)
Weight	Approx. 13.6 kg

Specifications and appearance are subject to change without notice.

Automatic Duplexing Unit

Model Name	MD-0101
Acceptable Originals	Maximum A3
	Minimum A5-R
	Paper weight 64 to 80 g/m^2
Power Source	Supplied from the copier
Dimensions	101 mm (W) x 488 mm (D) x 345 mm (H)
Weight	Approx. 4.3 kg

Paper Feed Unit

Model Name	MY-1015
Acceptable Paper Size	A3, A4, FOLIO, A4-R, B4, A5-R, LT, LT-R
Acceptable Paper Weight	64 to 80 g/m^2
Cassette Capacity	550 sheets (Height of 60.5 mm or less when loaded)
Power Source	Supplied from the copier
Dimensions	530 mm (W) x 536 mm (D) x 112 mm (H)
Weight	Approx. 7.7 kg

Paper Feed Pedestal/Large-capacity Feeder (for e-STUDIO20/25 only)

Model Name	KD-1009 (Paper Feed Pedestal)	KD-1010 (Large-capacity feeder)
Type	Console Type	
Number of Cassettes	One	
Acceptable Paper Size	A3, A4, FOLIO, A4-R, B4, A5-R, LT, LT-R	A4
Acceptable Paper Weight	64 to 80 g/m^2	
Cassette Capacity	550 sheets (Height of 60.5 mm or less when loaded)	2500 sheeets
Power Source	Supplied from the copier	
Dimensions	530 mm (W) x 536 mm (D) x 305 mm (H)	
Weight	Approx. 17 kg	Approx. 23 kg

Specifications and appearance are subject to change without notice.

Cassette Module Device (An option for KD-1009, for e-STUDIO20/25 only)

Model Name	MY-1017
Acceptable Paper Size	A3, A4, FOLIO, A4-R, B4, A5-R, LT, LT-R
Acceptable Paper Weight	64 to 80 g/m^2
Maximum Capacity	550 sheets (60.5 mm or less height when loaded)
Power Source	Supplied from the copier
Dimension	525 mm (W) x 529 mm (D) x 107 mm (H)
Weight	Approx. 3.7 kg

Job Separator

Model Name	MJ-5001
Acceptable Paper Size	A3, A4, FOLIO, A4-R, B4, A5-R
Acceptable Paper Weight	64 to 80 g/m^2
Loading Capacity	Upper stacker: Max. 150 sheets (Height of 25 mm or less) Lower stacker: Max. 300 sheets (Height of 40 mm or less)
Power Source	Supplied from the copier
Dimensions	498 mm (W) x 415 mm (D) x 153 mm (H)
Weight	Approx. 2.5 kg

Offset Tray

Model Name	MJ-5002
Acceptable Paper Size	A3, B4, A4-R, FOLIO
Acceptable Paper Weight	64 to 80 g/m^2
Loading Capacity	Max. 250 sheets (Height of 39 mm or less)
Shift Amount	Approx. 30 mm
Power Source	Supplied from the copier
Dimensions	500 mm (W) x 415 mm (D) x 169 mm (H)
Weight	Approx. 3.1 kg

Specifications and appearance are subject to change without notice.

Finisher (for e-STUDIO20/25 only)

Model Name		MJ-1011
Copy Paper	Size	A3, A4, A4-R, A5-R, B4, B5, B5-R
	Thickness	60 to 80 g/m^2
Number of Copies Staple at a Time (64 to 80 g/m^2)		30 sheets (A4, A4-R, B5, LT, LT-R) 20 sheets (B4) 15 sheets (A3)
Stapling Position		Rear
Power Source		Supplied from the copier
Dimensions		431 mm (W) x 541 mm (D) x 413 mm (H)
Weight		Approx. 18.6 kg

Stack Feed Bypass

Model Name	MY-1016
Acceptable Paper	Continuous feed: 64 to 80 g/m^2 Single sheet feed: 80 to 163 g/m^2
Loading Capacity	100 sheets (Height of 16 mm or less when loaded)
Power Source	Supplied from the copier
Dimensions	485.1 mm (W) x 119.6 mm (D) x 227.4 mm (H)
Weight	Approx. 2.6 kg

Stapler

Model Name	KK-1600
Type of Stapling	Flat Clinch Method
Number of Sheet Stapled	Up to 50 sheets of 52 to 80 g/m^2 paper Up to 48 sheets of 52 to 80 g/m^2 paper + 2 sheets of 200 g/m^2 paper Paper thickness: Max. 5.5 mm
Staple Capacity	5000 staples
Power Source	Supplied from the copier
Dimensions	257 mm (W) x 423 mm (D) x 173 mm (H)
Weight	Approx. 3.4 kg

*Specifications and appearance are subject to change without notice.

Paper Feeding Controller
(Control for Paper Feed Unit, Paper Feed Pedestal, Large-capacity Feeder, and Automatic Duplexing Unit)

Model Name	GH-1010 (e-STUDIO16)
	GH-1020 (e-STUDIO16/20/25)

Memory Kit

Model Name	GC-1050 (64 MB)

Other Optional Kits

GF-1110	Network Interface Card
GA-1030	Printer Kit (e-STUDIO16)
GA-1031	Printer Kit (e-STUDIO16/20/25)
GD-1060	FAX Kit
GD-1070	Internet FAX Kit

Specifications and appearance are subject to change without notice.

Packing List	Setup Instructions
	Operator's manual
	Setup report
	Process unit
	Toner cartridge
	Detachable Power Cord
	Operator's Manual Pocket

4. COPY FUNCTION COMBINATION MATRIX

e-STUDIO16/20/25 Copy Function Combination Table

2nd Function / 1st Function	Zoom (Manual) *B	Lighter/Dark (Auto Manu)	Dual Page	Edge Erase *C	Image Shift *D	APS	AMS	Text Mode	Photo Mode	Text/Photo	Sort	Sort-Offset	Offset
Zoom (Manual) *B		Yes	**No *2**	Yes	Yes	**No *2**	**No *2**	Yes	Yes	Yes	Yes	Yes	Yes
Light/Dark (Auto/Manu)	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dual Page	**No *5**	Yes		Yes	**No**	**No**	**No**	Yes	Yes	Yes	Yes	Yes	**No**
Edge Erase *C	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Image Shift *D	Yes	Yes	**No**	Yes		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
APS	**No *1**	Yes	**No *6**	Yes	Yes		**No *1**	Yes	Yes	Yes	Yes	Yes	Yes
AMS	**No *1**	Yes	**No *1 *2**	Yes	Yes	**No *1**		Yes	Yes	Yes	Yes	Yes	Yes
Text Mode	Yes	Yes	Yes	Yes	Yes	Yes	Yes		**No *1**	**No *1**	Yes	Yes	Yes
Photo Mode	Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No *1**		**No *1**	Yes	Yes	Yes
Text/Photo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No *1**	**No *1**		Yes	Yes	Yes
Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		**No *1**	**No *1**
Sort-Offset	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No *1**		**No *1**
Offset	Yes	Yes	**No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No *1**	**No *1**	
Magazine Sort	**No *5**	Yes	**No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes ***E**	Yes	**No**
2-in-1/4-in-1 (Include Duplex)	**No *5**	Yes	**No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes ***E**	Yes	**No**
Page Number	Yes ***A**	Yes ***A**	**No *7**	Yes ***A**	Yes	Yes	Yes ***A**	Yes ***A**	Yes ***A**	Yes ***A**	Yes ***E**	Yes	**No**
Page Number & Date	Yes ***A**	Yes ***A**	**No *7**	Yes ***A**	Yes	Yes	Yes ***A**	Yes ***A**	Yes ***A**	Yes ***A**	Yes ***E**	Yes	**No**
1->2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes ***E**	Yes	**No**
2->1	Yes	Yes	**No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes ***E**	Yes	**No**
2->2	Yes	Yes	**No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes ***E**	Yes	**No**
Bypass (Undefined Size)	Yes	Yes	**No**	Yes	Yes	Yes***F**	Yes***F**	Yes	Yes	Yes	Yes ***F**	Yes ***F**	Yes ***F**
X-Y Zoom	**No *1**	Yes	**No *2**	**No**	Yes	**No *1**	**No *1**	Yes	Yes	Yes	Yes	Yes	Yes
Neg/Pos	Yes	Yes	**No**	**No**	Yes	Yes	Yes	Yes	Yes	Yes	**No**	**No**	Yes
Mirror	Yes	Yes	**No**	Yes	**No**	Yes	Yes	Yes	Yes	Yes	**No**	**No**	Yes
Alternation	Yes	Yes	Yes	Yes	**No**	**No**	Yes	Yes	Yes	Yes	**No *1**	**No *1**	**No *1**
Book -> 2	**No**	Yes	**No**	Yes	**No**	**No**	**No**	Yes	Yes	Yes	Yes ***E**	Yes	**No**
Staple	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No**	**No**	**No**
Mix Size	**No**	Yes	**No**	**No**	Yes	Yes	Yes	Yes	Yes	Yes	Yes ***E**	Yes	**No**

The reason why the combination is not available.

- ***1** When 2nd function is programmed, the 1st function is cleared.
- ***2** When 2nd function is programmed, the magnification ratio is reset to 100%.
- ***3** When 2nd function is programmed, the magnification ratio is reset to 100% and the Paper-Auto function is selected automatically.
- ***4** When 2nd function is programmed, the Lighten/Darken is reset to “Auto” mode.
- ***5** It is impossible to change the magnification ratio manually.
- ***6** When 2nd function is programmed, the Paper-Auto is reset and A4 or LT size paper is selected automatically.
- ***7** The annotation is added only on the leading edge of copy output in transportation direction.

Magazine Sort	2-in-1/4-in-1 (Include Duplex)	Page Number	Page Number & Date	1->2	2->1	2->2	Bypass (Undefined Size)	X-Y Zoom	Neg/Pos	Mirror	Alternation	Book -> 2	Staple	Mix Size
No	**No**	Yes ***A**	Yes ***A**	Yes	Yes	Yes	Yes	**No *1**	Yes	Yes	Yes	Yes	Yes	**No**
Yes	Yes	Yes ***A**	Yes ***A**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
No	**No**	**No *7**	**No *7**	Yes	**No**	**No**	**No**	**No**	**No**	**No**	Yes	**No**	Yes	**No**
Yes	Yes	Yes ***A**	Yes ***A**	Yes	Yes	Yes	Yes	**No**	**No**	Yes	Yes	Yes	Yes	**No**
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No**	**No**	**No**	Yes	Yes
Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No *1**	**No *1**	Yes	Yes	**No**	**No *1**	Yes	Yes
No *1	**No *1**	Yes	Yes	Yes	Yes	Yes	**No *1**	**No *1**	Yes	Yes	Yes	**No *1 *2**	Yes	**No *1**
Yes	Yes	Yes ***A**	Yes ***A**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes ***A**	Yes ***A**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes	Yes	Yes ***A**	Yes ***A**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yes ***E**	Yes ***E**	Yes ***E**	Yes ***E**	Yes ***E**	Yes ***E**	Yes ***E**	**No**	Yes	**No**	**No**	**No *1**	Yes	**No**	Yes
Yes	Yes	Yes ***E**	Yes ***E**	Yes	Yes	Yes	**No**	Yes	**No**	**No**	**No *1**	Yes	**No**	Yes
No	**No**	**No**	**No**	**No**	**No**	**No**	**No**	Yes	Yes	Yes	**No**	**No**	**No**	**No**
	No	**No *7**	**No *7**	**No**	**No**	**No**	**No**	**No**	**No**	**No**	Yes	**No**	**No**	**No**
No		**No *7**	**No *7**	**No**	**No**	**No**	**No**	**No**	**No**	**No**	Yes	**No**	Yes	**No**
No *7	**No *7**		**No *1**	Yes	Yes	Yes	**No**	Yes	**No**	**No**	Yes	**No**	**No**	**No**
No *7	**No *7**	**No *1**		Yes	Yes	Yes	**No**	Yes	**No**	**No**	Yes	**No**	**No**	**No**
No	**No**	Yes	Yes		**No *1**	**No *1**	**No**	Yes	**No**	**No**	Yes	**No *1**	Yes	**No**
No	**No**	Yes	Yes	**No *1**		**No *1**	**No**	Yes	**No**	**No**	Yes	**No *1**	Yes	**No**
No	**No**	Yes	Yes	**No *1**	**No *1**		**No**	Yes	**No**	**No**	Yes	**No *1**	Yes	**No**
Yes ***F**	Yes ***F**	Yes ***F**	Yes***F**	Yes***F**	Yes***F**	Yes***F**		Yes	Yes	Yes	**No**	**No**	**No**	**No *F**
No *1	**No *1**	Yes	Yes	Yes	Yes	Yes	Yes		Yes	**No**	Yes	**No**	Yes	**No**
No	**No**	**No**	**No**	**No**	**No**	**No**	Yes	Yes		**No**	**No**	**No**	**No**	**No**
No	**No**	**No**	**No**	**No**	**No**	**No**	Yes	**No**	**No**		**No**	**No**	**No**	**No**
Yes	Yes	Yes	Yes	Yes	Yes	Yes	**No**	Yes	**No**	**No**		**No**	**No**	**No**
No	**No**	**No**	**No**	**No *1**	**No *1**	**No *1**	**No**	**No**	**No**	**No**	Yes		Yes	**No**
No	Yes	**No**	**No**	Yes	Yes	Yes	**No**	Yes	**No**	**No**	**No**	Yes		Yes
No	**No**	**No**	**No**	**No**	Yes	**No**	**No**	**No**	**No**	**No**	**No**	**No**	Yes	

Notes

- ***A** The image of annotation fonts is not effected by the Reduce/Enlarge, Lighten/Darken, Edge erase and Image mode.
- ***B** Includes Preset, Manual, Whole image.
- ***C** The Edge erase function is effected by the scanning device.
- ***D** The image shift and Annotation function are effected by the printing device.
- ***E** If the Collate function is selected, the order of the output is not changed.
- ***F** When 2nd function is programmed, warning message is displayed.

TOSHIBA TEC CORPORATION
1-1, KANDA NISHIKI-CHO, CHIYODA-KU, TOKYO, 101-8442, JAPAN

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